

**Kingston, New Hampshire
Board of Selectmen
Meeting of August 3, 2020
FINAL MINUTES**

The meeting was called to order at 7:00 PM in the Meeting Room at the Town Hall.

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

APPOINTMENTS:

Paul Butler, Rich St. Hilaire: Recreation Director duties

Mr. St. Hilaire outlined a proposal to consider as budget time approaches, to make the Recreation Director's position more inclusive. He said it was his idea to have Mr. Butler handle more than just summer recreation. He said he could be the point person for adult softball leagues, for instance, and take in the applications as well as act as liaison, which is doing now. In addition, other adult sports could be added, such as the pickle ball workshop planned for this month. Mr. St. Hilaire also said that the Recreation Director could take responsibility for playground equipment and some other matters that now fall to the Highway Department, and also be involved in Senior trips and lunches.

Mr. Butler said he had surveyed some other towns to get an idea of what they do. He said he would like to do a lot more trips and activities, including for the age groups between seniors and children. He said many of the other towns of similar size have full time year-round directors, and while he would not expect full time he would like to slowly increase his hours and responsibilities.

After some discussion, it was agreed that Mr. Butler would bring forward a revised draft job description for the Selectmen to review at the next meeting.

Selectman Wilson brought up the matter of a request Mr. Butler received, to accept \$50 donations from four individuals (total of \$200) who are running for local office. The donors would be publicly thanked on a screen shown prior to the upcoming movie night on the Plains. Selectman Alessio said she is not comfortable with political donations. Chairman Coombs asked for clarification on whether they are donating as individuals or as candidates.

MOTION: by Selectman St. James, to accept private donations to Recreation from individuals, not politically connected.

SECOND: by Selectman Briggs

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

Rich St. Hilaire: Highway topics:

UV Lights

As follow up to the discussion of placing UV lights in ventilation systems in town buildings to combat viruses, Mr. St. Hilaire said he is working with Paul Hatch of the State Department of Safety, to find out if the cost would be reimbursable. Chairman

Coombs read an emailed answer to this question received from the State’s GOFERR Municipalities group in which it was stated that, while they can’t pre-approve an expenditure for reimbursement, if it is a public safety measure undertaken in response to COVID-19, they can reimburse.

Paving Bids 2020:

The Road Agent shared a printout with three paving bids received:

		Total Bid:
Brox Industries, Inc.	Dracut, MA	\$355,546.90
Bell & Flynn, LLC	Stratham, NH	\$361,900.00
Pike Industries	Belmont, NH	\$349,250.00

Chairman Coombs said that he will be recusing himself from this discussion.

Mr. St. Hilaire pointed out some variations in the bids, such as the grinding cost being higher for Brox as they don’t have their own equipment. He explained his process for making as even a comparison as possible, and said that Pike Industries would offer the best “bang for the buck” when all is taken into consideration, so he would recommend hiring them.

Selectman Wilson asked about paving of Simes, Circuit and Bass Roads, which had been discussed last year and put off until this year. Mr. St. Hilaire said that there are still a lot of trees to cut, and this has not been resolved with Town Counsel; he said there needs to be a release of liability from the Town and himself.

The Board reviewed some details of the bids with Mr. St. Hilaire. Selectman Briggs noted that the Pike bid did not have as much detailed information as the others.

MOTION: by Selectman St. James, to table the decision until August 17.

SECOND: by Selectman Briggs

In favor: Alessio, Briggs, St. James, Wilson; Recused: Coombs; Motion passed.

There was a discussion of state funds to be applied to the paving work. Mr. St. Hilaire said that \$185,000 are available in the block grant. He also said that these bid numbers are fairly low, and it is an opportunity to take advantage of that.

Fire Station Building Committee: Fire Suppression update; Purchase Order approval

Mark Furlong, Kent Walker and Fire Chief Graham Pellerin were present. Mr. Furlong said that the building design is progressing, but that ground breaking cannot take place until spring, as various items still need to be done that will bring the timing too close to winter. He said that pole work is progressing. He also mentioned that the bond rate of 1.67% will mean that the property tax impact will be significantly less.

Mr. Walker presented information on bids for fire suppression, a component of the project that is not in the architect’s contract. Three bids received were:

Comprehensive Fire Protection	\$11,580
--------------------------------------	-----------------

SFC	\$18,500
Fernandez Associates	\$ 8,400

Mr. Walker said the quotes might have been closer but that SFC included some services that were not needed. He said that the board and the architect had had a conference call with Fernandez, and found them to be very forthcoming and knowledgeable, with major project experience. A purchase order has been prepared for Board approval.

Selectman St. James asked if this is to include the Congregational church, and Mr. Walker said it is a multi- building design, to include the new Fire Station, The Town Hall, the museum, library and church. It was affirmed that including the church adds no appreciable cost.

There was a discussion of the details of the fire suppression system, including the location of hydrants currently serviced by the cistern on the Sanborn property, that will be added to the new system. The Fire chief explained that each added hydrant adds 15% more water volume needed. The hydrants have never been used in recent memory.

Selectman Briggs recommended that the church be tied into the system; the current contract they have with the school will need to be looked at. They are still waiting for an estimate of cost; Selectman St. James said that to be fair the church needs to be asked to contribute. The full cost will be known once Fernandez gets started on the system plan.

Mr. Walker said that, to be clear, the cost of running the water piping is not included in the fire station budget. This will be around \$80,000. Where this money will come from will need to be identified.

Selectman Briggs asked if the Board would like him to go to the church with the first number, one quarter of the engineering cost of \$8,400. Selectman St. James said he thinks they should also pay a portion of future costs such as the piping.

MOTION: by Selectman Briggs, to inform the church that they will be charged one quarter of the cost of engineering for the fire suppression system, their portion being \$2,100.

SECOND: by Selectman St. James

All in favor

It was agreed that they church representative needs to be informed that there will be more bills coming.

PUBLIC HEARING:

Adopt Resident Parking Policy/Amendments to Article 1005: Parking Regulations

Selectman Briggs pointed out the changes made to the Town’s Article 1005. This already provides for enforcement of “any posted area” and sets applicable fines. A section was added:

1005.5 The Selectmen may, at their discretion, designate resident-only parking areas.

There was no public comment.

MOTION: by Selectman St. James, to adopt the newly revised Town Regulations Article 1005.

SECOND: by Selectman Wilson
All in favor

PUBLIC COMMENT I:

Dave Clements, 10 Stoneybrook Lane, said he was present as an agent of his daughter and son in law, who live at 109 Exeter Road. He said they have applied for two building permits for that property; one is for a detached Accessory Dwelling Unit and one is for a new garage. He said he understands that the ADU will take time and needs to be approved by the Planning Board. However, he said the permit for the garage should be simple and is taking a long time; he said it has been three weeks. He said simple questions the Building Inspector had were sent via mail and that the information was on the application form. Mr. Clements said that today the question was about a trailer with the company name on it parked in the yard. He said this has nothing to do with the garage.

Chairman Coombs will follow up with the Building Inspector to find out what the issue is.

OLD BUSINESS:

Fire Station bond: adopt Tax Compliance Procedures and sign Tax Certificate

The Board reviewed documents provided by Bond Counsel, including the Tax Certificate, IRS Form 8038-G (Information Return for Tax Exempt Governmental Bond Issues), and Post-Issuance Tax Compliance Procedures for Tax Exempt Obligations.

MOTION: by Selectwoman Alessio, to adopt the Post-Issuance Tax Compliance Procedures for Tax Exempt Obligations and Other Tax-benefited Obligations, and to adopt and sign the Tax Certificate regarding \$2,644,550 General Obligation Bond.

SECOND: by Selectman St. James
In favor: Alessio, Briggs, St. James, Wilson. Abstained: Coombs. Motion Passes.

Letter to Torromeo Industries re: Trees

Two draft letters were reviewed that were prepared to send to Henry Torromeo, regarding his company having cut trees in the buffer between his business property and neighboring residential property.

One letter includes a request for a plan to replace the trees. Selectman Wilson asked that the letter be corrected to reflect that he had met with Mr. Torromeo on the matter when the complaint was made in June.

MOTION: by Selectwoman Alessio, to send the longer letter, requesting a remediation plan, with the one correction.

SECOND: by Selectman St. James
There was some discussion about the request to replace trees. Chairman Coombs said that typically if you leave the area alone the regrowth will happen on its own and do

better. Selectman Wilson said that in this case, the trees were not only cut down, a bulldozer had been used to clear the area.

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

NEW BUSINESS:

Heritage Commission Appointments

It was agreed that four re-appointments of alternate members could be approved without a meeting with the applicants.

Conservation Commission Appointment

The Select Board requested that this applicant, as he would be a new member, come in to a future meeting before being appointed.

Enforcement action requested by Town Engineer re: Map R 3 Lot 4 Unit 2

The report of the Town Engineer on this property included several suggested action items. The Board agreed that the Planning Board should request action if it is needed; Selectman Wilson will follow up.

Enforcement action requested by Conservation: Bridge on Town property

The Conservation Commission has written a letter to a property owner who built a bridge across a trail on Town property. The Commission asked the Selectmen to add a letter of their own as the enforcement authority. It was agreed to send Selectman Briggs out to talk with the property owner to try to resolve the issue before sending a letter.

Facility/Premises License Agreement Application: Castleberry Fairs & Festivals

Castleberry Fairs submitted an application to hold an event on the Plains in September. The Selectmen reviewed the application, and noted that Fire and Highway departments had not signed off on it. After some discussion, it was decided that this is too soon for large gatherings, given the pandemic. The Board was in agreement that while there was a plan for social distancing by the applicant, it would be too difficult to control patrons of the event.

MOTION: by Selectwoman Alessio, to deny the application for an event on the Plains on September 5 and 6, due to concerns over crowd safety.

SECOND: by Selectman St. James

All in favor

Request from Lake Association- boat cleaning system

Muriel Ingalls, president of the Kingston Lake Association, sent information about the CD3 Wayside Solar Waterless Cleaning system for boats. The Association would like to place this system at the parking area across from the Town and State boat ramps, for one week (August 27 through September 3). There is no cost to the Town.

MOTION: by Selectman St. James to approve this request.

SECOND: by Selectman Briggs.

All in favor.

COMMITTEE LIAISON REPORTS:

Selectman Wilson said he has become involved in the preparation of the Town's revised History book. The scheduled date to have it completed is December 5. Information about donating to the cost will be placed on the Town's website.

Selectwoman Alessio said that a meeting has been set for August 20th at 11:00 am to preview the plan for the Sanborn School building. This will be attended by the developer as well as Planning and Heritage representatives, not open to the public.

Chairman Coombs said that the inspectors continue to meet regularly on Thursdays, and are in the process of updating the application process and borrowing ideas from other towns.

Selectwoman Alessio said she would like to recommend setting up a meeting with department heads on budget and personnel. She said there is a lot of growth in town and she feels there is a need to be proactive.

PUBLIC COMMENT II: None heard.

CORRESPONDENCE, APPLICATIONS, PURCHASE ORDERS:

- 13th Annual Kingston Fall Classic Hydroplane race cancelled
- Elderly exemption application - approved for 2021
- Veterans credit application - approved for 2021
- Letter of complaint re: loud outdoor music at Saddle Up Saloon
- Planning Board comment sheets
- Invoice from DES for consultation on PFAS contamination: It was agreed to hold a Zoom meeting with Sanborn Head and the Health Officer to discuss how to proceed based on the Governor signing lower testing standards.

APPROVAL OF MEETING MINUTES:

MOTION: by Selectwoman Alessio to approve the public and non-public meeting minutes of July 20, 2020, as written.

SECOND: by Selectman Briggs

All in favor

NON-PUBLIC SESSION:

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

SECOND: by Selectman St. James

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

The Board adjourned to Non-public session at 9:10 PM.

MOTION: Upon motion of Selectwoman Alessio, **SECOND** of Selectman Wilson, it was voted by roll call to return to public session at 9:25 PM.

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

MOTION to seal these minutes for an undetermined length of time, made by Selectwoman 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 and legal matters

Adjournment:

MOTION: by Selectman St. James to adjourn at 9:25 PM

SECOND: by Selectman Coombs

All in favor.

Respectfully submitted,
Susan Ayer, Administrative Assistant