

**Kingston, New Hampshire  
Board of Selectmen  
Meeting of August 17, 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 via Zoom, Richard Wilson, Electra Alessio, Select Board Members.

**APPOINTMENTS:**

**Paul Butler Revised Job Description for Recreation Director**

Recreation Director Paul Butler submitted a revised job description for Board review, as requested at the August 3 meeting. After a brief discussion on the various suggested duties, programs and hours, the Board gave preliminary approval. It will be brought to Rich St. Hilaire and Finance Officer Cindy Kenerson for additional details and overview, and brought back to the Board for final approval.

**Library Director and Trustees: Library Updates**

Library Director Rebekka Mateyk addressed the Board on several matters. First, she said that the library opening has been postponed because of COVID-19 exposure of 3 staff members. The Library Trustees will be meeting on August 24 to discuss if and when the library can open.

Related to the COVID-19 exposure, Ms. Mateyk shared a copy of the letter she had sent to Health Officer Peter Broderick with details of the situation.

A letter to the Board from the Trustees was also shared, regarding the Pay for Performance raises for library staff, which were implemented on April 1. Staff compensation increases to align with the "Town of Hampstead, NH Total Compensation Survey" were also approved in February, to begin on July 1. The Trustees held off on these increases after receiving the Selectmen's memo on budget concerns, and are asking if they can be put in place retroactive to July 1. The Chairman said that those increases were not put on pause, only the Pay for Performance raises.

**Conservation Commission Appointee: Shaw Tilton**

Shaw Tilton of South Road introduced himself and described his interest in serving on the Conservation Commission as Alternate member, to also serve as Treasurer. There was a brief discussion.

**MOTION:** by Selectwoman Alessio to appoint Shaw Tilton to the Conservation Commission as an Alternate member to serve as Treasurer

**SECOND:** by Selectman Wilson

**All in favor via roll call vote.**

Mr. Tilton was advised to visit the Town Clerk's office at his convenience to be sworn in.

**Derrick Heins, VFW Commander, Proposed food cart/truck**

This topic was put off while awaiting Mr. Heins' arrival.

**PUBLIC COMMENT I:** None heard.

**OLD BUSINESS:**

**Paving Bids 2020:**

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

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

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

Mr. St. Hilaire had provided further information on the Pike Industries bid, as requested by the Board. Selectman Briggs pointed out that the new bid from Pike is increased to \$358,138.35. Selectwoman Alessio said that she had talked with Mr. St. Hilaire and the reason was that the newer quote enumerates more work that needs to be done. He had told her that the bids were all on equal footing.

Mr. St. Hilaire was called and put on speaker phone to give further input. He said that the difference is in items that will not be included and would have to be billed extra, and that when all is taken into account, Pike is still the lowest bidder. He also said that there were no negatives about any of the companies, but that Pike is also suitable for working on the bigger roads; this year they will be doing larger roads rather than the small camp roads.

**MOTION:** by Selectman Wilson, to accept the proposal of Pike Industries for the 2020 paving contract, at the price of \$358,138.35.

**SECOND:** by Selectman Briggs

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

**Bridge built on Conservation trail - follow up:**

Selectman Briggs said he is still trying to contact this property owner, and will follow up at the next meeting.

**Viens Site Plan - BOS action required?**

There was a discussion of the items mentioned in the report sent by Town Engineer Dennis Quintal, especially the sharp drop off mentioned in the report. Selectman Briggs mentioned that there is a safety fence at the top. It was questioned whether this fence should be a note in the site plan, to be perpetually maintained. Selectman Wilson will respond to the Planning Board at their meeting on the 18<sup>th</sup>; it was agreed this is not a matter for the Select Board.

**Solar Waterless boat cleaning system:**

Chairman Coombs made an announcement that a Solar Waterless boat cleaning system will be on site at the parking area across from the boat launch from August 27 through September 3, courtesy of the Lake Association.

**Derrick Heins, VFW Commander, Proposed food cart/truck (Appointment):**

Mr. Heins addressed the Board, along with the owners of the proposed food truck. He explained that they wanted to operate the business in the parking lot of the VFW on Route 125. He said they will provide 1 million in liability insurance to cover the VFW, will have all required state permits, and COVID-19 adherences in place. He said they are here to find out what, if any Town permits are required, given that this is on private property.

Mr. Heins added that the business will use the VFW kitchen for food preparation, so that is being thoroughly cleaned. The truck will be parked at the back of the upper parking lot and picnic tables will be set up in the lower parking lot, spaced six feet apart. He said he had spoken with Town Health Officer Peter Broderick, who said he will have the right to inspect the operation.

There was a discussion of whether this could be considered a change of use or expansion of use, when the business is already approved for food service; Chairman Coombs said he thought that the Governor's order allowing outdoor dining covers this change. The Board decided that temporary permission can be granted pending further research. Selectman Wilson will bring up the matter with the Planning Board on August 18.

Further details of the plan were shared; the hours to start would be 12-8 on weekends, then to expand to Wednesday through Sunday if all goes well. The food was described as farm to table, local fresh items to include burgers and chicken. The business owner will email a full proposal to the Selectmen's Administrator.

**Internet/Email Server Assessment:**

Selectman St. James said that he had talked to the owner of Block 5 Technologies, based in Londonderry, to get an assessment of the Town's needs. As the company had already been in touch with the Fire Department they have some knowledge of the Town's technology needs and they were able to do a quick assessment. The owner offered to do a full assessment at a cost to the Town of \$1500; this assessment would be in Request for Proposals form, which could then go out for bids. Block 5 would deduct the \$1500 fee from their total cost if awarded the bid.

Selectman St. James said that the total cost for all that is needed could be around \$90,000, but that it could be done in phases. He said that the Fire Department does not need their own server; the main server would be at the Town Hall. He said the Police Department does need their own server. The Representative recommended everyone have a Microsoft 360 account that could be accessed from home.

In discussion, the Board agreed that this assessment would be a good way to start the process of upgrading the Town's technology by providing a suitable RFP to use. The need for upgrade, given recent problems with email hacking, was noted.

**MOTION:** by Selectman Alessio, to hire Block 5 to perform a technology assessment for the Town, at a cost of \$1500.

**SECOND:** by Selectman Wilson

In discussion, it was decided that Selectman Briggs will be the liaison with Block 5.

**All in favor via roll call vote.**

**Affinity Lighting, LED Streetlight contract:**

Selectman St. James said that there is some confusion over the proposal with Affinity that has to do with whether Unutil's charges are included in the rebate. He will talk with his contact at Affinity and ask him to come to the next meeting to explain.

**COMMITTEE LIAISON REPORTS:**

**Heritage:** Selectman Wilson said that the Kingston history book committee met again, and there had been some response to the request for donations placed on the website. However, he said that more donations are needed.

**Recreation:** Selectman Wilson said the Comeau Field playground equipment needs to be replaced, the estimated cost being \$53,000. The Board agreed that this will need to be on a warrant article, as well as the Capital Improvement Plan. Selectman Wilson will have the Recreation Director get in touch with Glenn Coppelman regarding CIP.

**Historic District Commission:** Selectwoman Alessio reported that the HDC met about a shed replacement; that matter was not concluded and will be continued to the next meeting.

**Town Clerk/Tax Collector:** Selectwoman Alessio said that Clerk Tammy Bakie had received a Right to Know request for detailed election information. She pointed out that a RTK request does not require anyone to create documents that don't already exist. The Board agreed to authorize Ms. Bakie to talk with Town Counsel; Selectwoman Alessio will meet with the Clerk to help formulate a response.

Ms. Alessio also mentioned that people are still needed to work at the upcoming elections; the days may be split into two 6-hour shifts.

**Inspectors:** Chairman Coombs said he had met with Assessing/Permitting Clerk Tori Dobrowolski for input on the permitting process and what needs to change. He said there will be a meeting of the inspectors this Thursday, and he hopes that Town Engineer Dennis Quintal will be able to attend for input on some site evaluations.

**Budget Committee:** Selectman St. James said that this committee will have its first meeting on August 26<sup>th</sup> to set their schedule. Selectwoman Alessio said she thought that each department head should meet with the Select Board before meeting with the Budget Committee to talk about parameters; the Board discussed this and Chairman Coombs suggested that once the schedule is known, the Board should meet with each department or committee starting with the smallest budgets and ending with Highway.

**Town Hall Employees:** Selectwoman Alessio said that the employees had had a first meeting to begin familiarizing themselves with the various departments and to ensure each has backup in place. The Administrative Assistant confirmed that this had been a

constructive meeting, and that the group will meet again next week to begin visiting each office to share the location of important items and information.

**PUBLIC COMMENT II:**

Henry Torromeo, of Torromeo Industries on Dorre Road, and Carl Geisler of North Road, addressed the Selectmen with regard to a letter Mr. Torromeo had received from the Selectmen. The letter was in response to a complaint that the company had cut trees within the required 200' buffer with residential abutters, and asked for Mr. Torromeo to contact the Board and submit a plan for tree and vegetation replacement in the buffer.

Mr. Torromeo contended that he was 175' away from the resident's property line. Selectman Wilson said that in one area he was within 139' and in another he had cut right up to the stone wall that marks the property line. Mr. Torromeo said that they were clearing a road to access a pond in order to clean it. He said that after the cleaning was done they would plant trees. He will have his engineer draw up a plan and submit that to the Board. Selectman Wilson said that he will plan a site visit when the work is taking place.

**CORRESPONDENCE, APPLICATIONS, PURCHASE ORDERS:**

- Trails Volunteer appointments - signatures
- Letter of complaint re: Saddle Up Saloon music: A second letter of complaint has been received, and will be forwarded to counsel.
- Letter regarding Hawks Ridge from Robert Vilella: The Selectmen agreed that this matter needs to go before the Planning Board for an amended site plan, or the builder needs to conform to the approved site plan. Selectman Wilson will discuss this with the Planning Board.
- Letter from resident at 13 Half Moon Lane requesting a meeting with the Board. He will attend a non-public session on August 31.
- Abutter notices from Planning Board: 34 Church Street; 34 Route 125
- Planning Board comment sheets: Bresnahan Storage; 34 Church Street; Diamond Oaks Golf Club; 7 Small Pox Road
- Letter received from an abutter to 109 Exeter Road; Chairman Coombs said that the owner of the property has submitted all paperwork requested by the Building Inspector.

**APPROVAL OF MEETING MINUTES:**

**MOTION:** by Selectwoman Alessio to approve the public and non-public meeting minutes of August 3, 2020, as written.

**SECOND:** by Selectman Wilson

**All in favor**

**NON-PUBLIC SESSION:**

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

**SECOND:** by Selectwoman Alessio

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

The Board adjourned to Non-public session at 8:25 PM.

**MOTION:** Upon motion of Selectwoman Alessio, **SECOND** of Selectman Briggs, it was voted by roll call to return to public session at 8:55 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 9:00 PM

**SECOND:** by Selectman Coombs

**All in favor.**

Respectfully submitted,  
Susan Ayer, Administrative Assistant