

**Kingston, New Hampshire  
Board of Selectmen  
Meeting of August 31, 2020  
Final MINUTES**

The meeting was called to order at 6 :05 PM in the Meeting Room at the Town Hall.

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

**ABSENT:** Richard Wilson, Selectman

**MOTION:** by Selectwoman Alessio, to adjourn to non-public session at 6:05 PM, to address three matters under RSA 91-A:3, II (c) and (d).

**SECOND:** by Selectman Briggs

**All in favor via roll call vote**

**Non-public session per RSA 91-A:3, II (c): Matters which, if discussed in public, would likely harm the reputation of a person other than a member of this Board.**

**Non-public session per RSA 91-A:3, II (d): Consideration of the acquisition, sale or lease of real property**

**Non-public session per RSA 91-A:3, II (c): Matters which, if discussed in public, would likely harm the reputation of a person other than a member of this Board.**

**MOTION:** by Selectman St. James, to return to public session, at 7:16 PM.

**SECOND:** by Selectwoman Alessio

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

**MOTION to seal** these minutes for an undetermined length of time, made by Selectwoman Alessio, seconded by Selectman Briggs, 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:**

A matter that included a possible conflict of interest; negotiations for sale of property; tax deeding.

**APPOINTMENTS:**

**Steven Lieber and John Branagan, Affinity LED Lighting: Agreement questions (via Zoom)**

(Mr. Lieber and Mr. Branagan were taken out of order as the Fire Chief had not yet arrived.) Mr. Lieber said that they had been asked to come in to talk about some challenges that had come up when Unitil reviewed the project. Selectman St. James said that the Town has 33 “yard” lights that are just a light on a pole, with no arm. Mr.

Lieber explained that these bulbs can't be replaced with LED bulbs until an arm is installed; Unitil needs to come in and remove the entire fixture and install a cobra head streetlight at a cost of roughly \$680 per fixture. Mr. Lieber explained that Unitil originally accepted the terms of the rebate to include the arms, but during the regulatory review they were rejected because the rebate is from federal money allocated to fund kilowatt savings, and they would not include the arms in that category. Originally the rebate would have been based on the full cost of \$56,000, with the pay out to equal the project cost of \$34,000. Now the rebate will be closer to \$17,000.

Mr. Leiber gave further explanation of the charges and percentages, and said that it is Unitil's issue, and if the Town wishes to dispute the increased cost they will need to work with Unitil. He said they are willing to finance the cost over five years so that in essence the out of pocket expense will be \$0. Mr. Branagan said that Kingston has the most "yard" lights by far of any project they have worked on, and that other towns with only one or two were able to just pay the cost of the cobra arm.

Selectman St. James then said that he could see part of the confusion on the part of the Board is that they are not looking at the updated numbers; the new information will be sent in an email.

Selectman Briggs said that he was concerned about the cost of maintaining the lights. Mr. Branagan said that there is a warranty for 10 years from the installation date and the first year is covered by Affinity. He said there should not be a lot of service needs, but when there are storms, etc., the work by Unitil would be as it is now.

There remained questions about the various costs and how they will be covered or financed. Selectman St. James suggested that Mr. Leiber and Mr. Branagan return for another meeting that will include Finance Director Cindy Kenerson and Tim Noonis of Unitil. This was agreed to; Mr. Leiber will coordinate with Mr. Noonis and the Administrative Assistant to get on the agenda for September 14.

#### **Fire Chief Graham Pellerin: Ambulance Billing**

The Fire Chief explained the procedure for an ambulance transport that includes advanced life support (ALS) through Exeter Hospital. He said that the charge of \$67 per transport is charged directly to the fire department, not to Medicare or the patient's insurance company. He said that in the past, the Select Board asked the Finance Director to hold onto invoices until reimbursement from insurance or Medicare has been received. Chief Pellerin said that at this time he is requesting that the bills be paid monthly, as they need to be paid within 90 days per the contract, and it often takes longer than that to receive reimbursement. He said there are currently eight bills dating back as far as December 2019 that have not been paid, and he felt that is unacceptable.

The Board was in agreement that the bills should be paid on time, and the Finance Director will be notified that the ALS bills should be paid monthly. Chief Pellerin will review all bills before submitting them.

Chief Pellerin also shared that the Fire Department is having some technical issues and that the IT personnel from the school were unavailable as they are busy getting the school ready for remote learning. He said he knows the Board is talking to a computer company about upgrading services. Selectman Briggs said the representative from Block 5 will be getting in touch with him to set up a meeting.

#### **Holiday Pay for per-diem Fire employees**

Chief Pellerin said that he would like to offer time and a half holiday pay to per diem firefighters. There was a discussion of the improved coverage provided by per diem employees and the fire department's budget.

**MOTION:** by Selectwoman Alessio, to provide time and a half pay for per diem Fire Department employees for all Town holidays.

**SECOND:** by Selectman St. James

**All in favor via roll call vote**

**PUBLIC COMMENT I:** None heard.

#### **OLD BUSINESS:**

##### **Permit Fees for School**

Chairman Coombs said there has been some confusion about fees for permits pulled for school projects. In discussion it was noted that large projects were handled differently, but that Electrical and Plumbing permits need to be paid for as those inspectors are paid per inspection, not by salary as the Building Inspector is.

Chairman Coombs also said that with the relaxed rules, there had been some issues with having to chase down permits or that inspections weren't called for until a wall was closed up, for example. He said his opinion is that the Town needs to be paid when it is incurring a cost. He added that this is not only about the school; permits will be pulled for the new fire station, and the Town needs to be paid for the per-inspection employees.

**MOTION:** by Selectman St. James, that all municipal building construction projects will be subject to Plumbing and Electrical inspection fees.

**SECOND:** by Selectman Briggs.

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

##### **Facilities Use Applications and Fees: review**

Chairman Coombs said that there have been several applications for various activities to take place on the Plains. The administrative assistant said that in addition, some were proposing a series of classes, and the fee schedule would be prohibitive. The various applications were discussed. Primex had been contacted for input from the insurance perspective.

After some discussion of the various applications, it was decided that until the Governor lifts the emergency order for COVID-19, the Town Hall will not be available for anything except municipal board and committee use. Selectman St. James suggested that some of the outdoor activities might be more suitable for Comeau field. As for the fee schedule, it was noted that it was a starting point, and will need to be continually restructured. Selectman Briggs expressed concern about use of the Recreation Center.

Selectman St. James said that to allow repeated classes or events could interfere with Town use. It was agreed that all use of the Plains should be suspended until the emergency orders are lifted.

An informal fundraising walk for Cystic Fibrosis research on Town roads was approved. A note will be added that they must comply with social distancing guidelines.

#### **Request to operate food truck at VFW: follow-up**

A letter had been received outlining the business plan for this food truck. Chairman Coombs said that the Planning Board had reviewed this request and believe it needs a site plan review. After some discussion, it was decided that the Selectmen's position, that they have no objection to the food truck operating from the VFW kitchen and parking lot, remains unchanged.

#### **NEW BUSINESS:**

##### **Capital Improvement Program 2020: Select Board Submissions**

Three future expenditures have been identified to send to the CIP Committee:

- Upgrade of communications technology (server, email platform) (est. \$90,000)
- Digitization of paper files in all Town Hall departments (est. \$75,000)
- Meeting room upgrades to renovate and improve audio/video capability and quality

There was a discussion of the meeting room upgrades, and that a prior warrant article, for acoustical panels, had been voted down. It was agreed this will need to go back on a warrant, but it will include more detailed items such as a laptop for projecting presentations.

#### **COMMITTEE LIAISON REPORTS:**

Selectwoman Alessio said she had mentioned to Rich St. Hilaire that the front stairs of the Town Hall need to be tended to; he said that they are on the **maintenance** schedule. She also noted that a training session is to be held for poll workers, new and old. She has been working with Town Clerk Tammy Bakie and Moderator Ellen Faulconer in preparing for the Primary **election** on September 8. COVID guidelines are in place, and it is stressed that masks will be required for voting.

Selectman St. James reported on the **Budget Committee**, who have held their first meeting. He said that the Budget Committee will not begin their work until November, and in the meantime budgets are to be given to this Board. It was agreed to hold a meeting of all Department and committee heads that present to the Budget Committee to share what the Select Board will expect with regard to the 2021 budgets. This meeting will be set for September 9 at noon via Zoom. The Finance Director will be included as well.

Selectman Briggs reported that he had met with **Conservation** and the owner of property adjacent to a town trail, and issues with a bridge being built on Conservation land were resolved.

**PUBLIC COMMENT II:** None heard.

**CORRESPONDENCE, APPLICATIONS, PURCHASE ORDERS:**

- Elections notices were signed
- One application for a Disabled Veteran credit will be returned to the applicant for more information
- One application for a Veterans property tax credit was approved for 2021.
- Ernie Landry is now the Chairman of the Heritage Commission. Comments were shared by Selectwoman Alessio about the many accomplishments of Debra Powers during her seven years as Chair. Ms. Powers was the first Chair of this committee.
- The Exeter Swampscott Lake Association Committee is looking for two more volunteers from the Town of Kingston
- An appointment form was signed to bring Eileen Clifford up to full member of the Heritage Commission, on which she has been serving as Alternate.
- Three Land Use Change Tax documents were signed and will be given to the Tax Collector (properties being removed from Current Use).
- A third complaint has been received regarding loud music at the Saddle Up Saloon
- An abutter notice was received for a case coming before the ZBA in September.

**APPROVAL OF MEETING MINUTES:**

**MOTION:** by Selectman St. James to approve the public and non-public meeting minutes of July 17, 2020, as written.

**SECOND:** by Selectwoman Alessio

**All in favor**

**NON-PUBLIC SESSION:**

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

**SECOND:** by Selectman Briggs

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

The Board adjourned to Non-public session at 9:02 PM.

**MOTION:** Upon motion of Selectwoman Alessio, **SECOND** of Selectman Briggs, it was voted by roll call to return to public session at 9:45 PM.

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

**MOTION to seal** these minutes for an undetermined length of time, made by Selectwoman Alessio, seconded by Selectman St. James, 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:**

Employee evaluations and raises

**Adjournment:**

**MOTION:** by Selectman St. James to adjourn at 9:45 PM

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

Respectfully submitted,  
Susan Ayer, Administrative Assistant