

**Kingston, New Hampshire
Board of Selectmen
Meeting of December 28, 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; Electra Alessio, Richard Wilson, Select Board Members.

APPOINTMENTS:

Fire Chief Graham Pellerin: Fire Department Warrant Articles

Chief Pellerin addressed the board about Fire Department articles for the 2021 Warrant. He said the article to add funds to the previously established Fire Apparatus Replacement Capital Reserve Fund is okay at the amount of \$85,000. He said he was hoping for Select Board support for Articles 3 and 4, the purpose of which are to transfer the revenues from ambulance billing of non-residents from the Ambulance Replacement special revenue fund to the Town's general fund, and then establish an Ambulance Services Revolving Fund. This fund would be only for "purchase, repair and maintenance of: EMS vehicle(s), EMS equipment, EMS supplies and payment of Advanced Life Support agreements". Chief Pellerin said that if either of these articles fail, they both do.

MOTION: by Selectwoman Alessio, to place Articles 3 and 4 as presented by Chief Pellerin, as Selectmen's Warrant Articles.

SECOND: by Selectman Wilson

After some discussion, the motion was amended to include the addition of a phrase at the end of the second to last sentence in Article 4 to read, "after public notice of proposed expenditures".

SECOND: by Selectman Wilson

All in favor via roll call vote: passes

MOTION: by Selectwoman Alessio, to place Article 7, adding \$85,000 to the Fire Apparatus Replacement Capital Reserve Fund, as a Selectmen's Warrant Article.

SECOND: by Selectman Wilson

All in favor via roll call vote; passes

Road Agent Rich St. Hilaire: Highway Department Warrant Articles

Mr. St. Hilaire asked for Select Board support of Article 9 (as currently numbered), \$100,000 to be placed in the previously established Highway Department Equipment Capital Reserve Fund.

MOTION: by Selectwoman Alessio, to place the article currently numbered as Article 9, adding \$100,000 to the previously established Highway Department Equipment Capital Reserve Fund, as a Selectmen's Warrant Article.

SECOND: by Selectman Wilson

All in favor via roll call vote; passes

There was then a discussion of Article 8, funding the Town Buildings Maintenance and Repairs Capital Reserve Fund. Mr. St. Hilaire said the funding request is currently set at \$50,000, and explained the various projects that have been paid for with this fund. He said that the water lines for the sprinkler systems could come out of this fund, as they will serve the Town Hall and Nichols building as well as the new Fire Station.

There was a discussion of how the water piping for the sprinkler systems should be funded. It was noted by Mr. St. Hilaire that this is a stand-alone project, not necessarily for the Fire Station project. Selectman Briggs pointed out that with the Sanborn school being sold, a new water source needs to be found. It will serve the Town Hall, the Nichols museum, the Fire Station and two hydrants.

Selectman Wilson said that he would support the higher amount of \$80,000 for this capital reserve fund because aside from the water piping project, the furnaces and boilers in the town buildings are getting old and are going to need replacement.

MOTION: by Selectwoman Alessio, for the Select Board to support Article 8, to add \$80,000 to the Town Buildings Maintenance and Repairs Capital Reserve Fund.

SECOND: by Selectman Wilson

All in favor via roll call vote; passes.

Mr. St. Hilaire then addressed Article 10, which requests that the town vote to create a full-time Highway Administrative Secretary position, and eliminate the current part-time position. He said that at a previous Board meeting, hourly pay of \$15 had been mentioned, and that this will not be sufficient for what the Highway Department needs. He said this person will need to be able to handle the bidding process for Highway projects and be involved in the Stormwater management program and MS-4 permit, among other things. He said Highway needs an administrator such as the Police and Fire Departments have.

There was a discussion of part-time vs. full-time, starting pay and probationary period.
MOTION: by Selectwoman Alessio, for the Select Board to adopt Article 10 as a Selectmen's article, requesting \$31,354 for salary and benefits to add to the \$25,000 already in the budget.

SECOND: by Selectman Wilson

Selectman Alessio said she would recommend at least a 60- day probationary period.

All in favor via roll call vote; passes.

Mr. St. Hilaire also discussed paperwork that is in front of the Board to sign, to allow a pay increase to a firefighter who will be on call to drive a snow plow, and another fire fighter to be hired for plowing as well. They will only be paid when called in.

Perambulation of Bounds: Schedule, Funding

This topic was taken out of order to allow Mr. St. Hilaire to add to the discussion. He said he had spoken with Town Engineer Dennis Quintal to get a feel for the cost. He said Mr. Quintal had said there are a total of 50 bounds, and to add them to GPS would cost \$500 per bound.

There was a discussion of the scheduling of this work; the oldest town is responsible for setting up the perambulation. The cost will be shared between the towns. Chairman Coombs said that there needs to be a conversation with neighboring towns to set up a schedule so that all can be prepared to share the cost. This matter will not be addressed on the 2021 Warrant, but earmarked for discussion.

PUBLIC COMMENT I:

Chief Graham Pellerin said that as an update to the decision process for hiring an IT company for the Town, he has heard from two of the reviewers. He will work with the Finance Director to get in touch with the third.

OLD BUSINESS:

Mosquito and Tick Control Contract: Confirm decision, sign agreement

Selectman St. James has been tasked with contacting the references for Northeast Vegetation and Mosquito Control, which is the low bidder for the Town's 2021 - 2023 pest control contract. The Board will confer with Selectman St. James before authorizing the Chairman to sign the contract.

Consulting Services Agreement, Town Planner: Review/Approve

The Board was in agreement that all contracts, including this one, should be reviewed by Town Counsel. Glenn Greenwood, Town Planner, commented via Zoom that Attorney Kalman Sumner had reviewed this contract in 2019, and three changes he had suggested were incorporated when the 2020 contract was prepared. However, as this is now a two-year contract, it was decided to have the attorney review it again before authorizing the Chairman to sign it.

NEW BUSINESS:

Application for Community Revitalization Tax Relief Program (RSA 79-E)

The Board acknowledged that this application has been received, and that the next step is to hold a public hearing. Selectman Wilson questioned whether a committee should be set up to review these applications, as planned. As tentative negotiations have already taken place on this application, it was decided to have Selectman Wilson bring the contract to Planning, Heritage and Conservation for their input. A committee will be formed for future applications.

It was decided to set this hearing for January 11, 2021.

Code Enforcement Officer, Highway Administrative Secretary: Job Descriptions

(Highway Secretary discussed previously during appointment with Road Agent.)

There was a discussion of hiring a Code Enforcement officer. Chairman Coombs said he thought the intent was to make this a full-time position. He said he feels this needs to be explained to the public; right now there is no follow up on site plan compliance for businesses or residences. He said help is needed for the storm water management reports, enforcement of existing agreements, and general complaints. He described taking a ride along Route 125 with the Road Agent and observing numerous violations.

Hours and pay for a CEO were discussed, and \$52,000 salaried with benefits was suggested. Chairman Coombs said he would like to bring this to the inspectors to get help with outlining a task list.

Perambulations of Bounds

(See above; taken out of order)

COMMITTEE LIAISON REPORTS:

Selectman Wilson reported that the Planning Board's continued hearings on 266 Route 125 have attracted on average 80 people on Zoom during the meetings. He said there is a lot of misinformation being spread, and emphasized that the company applying to build a large warehouse has not even been identified yet.

A large number of emails and copies of Facebook comments have been directed at the Selectmen; it was noted that the Board has nothing to say about this as it is still in the purview of the Planning Board.

Chairman Coombs said that if the residents care about this, it is another reason to vote for a full time Code Enforcement Officer.

PUBLIC COMMENT II:

Martha Jaquith, 16 Reinfuss Lane, asked via Zoom if the Board is going to vote on the 266 Route 125 project. It was repeated that this is not before the Selectmen at this time, but still before the Planning Board. When questioned on his opinion, Selectman Wilson said that it is too soon to say, as alterations are still being made to the plan. Amended plans will be available for viewing on the Town's website when available.

BOARD BUSINESS:

A meeting will be needed for the end of 2020 encumbered funds. It was agreed to hold this via Zoom on December 31 at 10:00 AM.

Another check has been received from the Cares Act funding for elections expenses.

MOTION: by Selectwoman Alessio, to accept \$7,306.29 in unanticipated funds from the Cares Act.

SECOND: by Selectman Wilson

All in favor via roll call vote.

CORRESPONDENCE, APPLICATIONS, PURCHASE ORDERS:

- Purchase orders and manifest were signed.
- An engineering report from Dennis Quintal for road work at Solar Hills 2 was received.
- An engineering report from Dennis Quintal regarding the Hawks Ridge development was received.
- Abatement request approved for Map R20, Lot 6-B
- Administrative abatement approved for Map R11 Lot 22

APPROVAL OF MEETING MINUTES:

MOTION: by Selectwoman Alessio, to approve the public and non-public meeting minutes of December 14, 2020, as written.

SECOND: by Selectman Briggs
In Favor: Alessio, Briggs, Coombs, Wilson; Passes

NON-PUBLIC SESSION:

MOTION: by Selectman Briggs, to enter non-public session under RSA 91-A:3, II (I), pending legal issues

SECOND: by Chairman Coombs

All in favor

Meeting adjourned to non-public session at 8:15 PM.

MOTION: by Selectwoman Alessio, to return to public session at 9:10 PM

SECOND: by Selectman Briggs

All in favor

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 during non-public session: legal advice; employment contract

Next Meeting of the Board:

The Board will meet on December 31 at 9:00 AM to review encumbered funds. Next regular meeting: January 4, 2021 at 7:00 PM

Adjournment:

MOTION: by Selectman Wilson to adjourn at 9:15 PM

SECOND: by Selectman Briggs

All in favor.

Respectfully submitted,
Susan Ayer, Administrative Assistant