

**Kingston, New Hampshire
Board of Selectmen
Meeting of March 29, 2021
FINAL MINUTES**

The meeting was called to order at 6:32 pm.

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

NON-PUBLIC SESSION:

MOTION: by Selectman Briggs, to enter non-public session under RSA 91-A:3, II (a): The dismissal, promotion, or compensation of any public employee.

SECOND: by Selectwoman Alessio

All in favor via roll call vote

Meeting adjourned to non-public session at 6:33 PM.

MOTION: by Selectman Briggs, to return to public session at 6:55 PM

SECOND: by Selectman Wilson

All in favor via roll call vote.

Motion made to seal these minutes? If so, motion 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.

Render a proposed action ineffective

Pertains to preparation or carrying out of actions regarding terrorism

Roll Call Vote to Seal Minutes:

Phillip Coombs Y

Richard Wilson Y

Kevin St. James Y

Electra Alessio Y

Donald Briggs Y

Motion: PASSED

Discussed in non-public session: Employee evaluation

APPOINTMENTS:

Partners Bank: Karyn Scharf Morin and Anthony Cataldi

Ms. Morin and Mr. Cataldi spoke to the Board about the possibility of Partners Bank moving into the Carriage Towne Plaza to replace TD Bank, which will close its Kingston office on April 23, 2021. James Kenney, owner of the plaza, was also present.

Ms. Morin and Mr. Cataldi gave information about the bank, saying it is a mutual bank headquartered in Sanford, Maine, with 10 offices in Maine and two offices in New

Hampshire, one in Portsmouth and one in Rye. They described Partners as a community-oriented bank that will be personally involved and support what is important to the community.

In a question-and-answer period, it was established that Partners branches all have Saturday hours, although lobbies have been closed due to COVID-19. Asked what “mutual” means, Ms. Morin said that this means there are no shareholders; the bank is owned by its customers. She said that the bank is committed to donating 10% of its net income back to the community. Chairman Coombs informed them that the Sanborn Seminary has been sold and will be developed into apartments, and also that a large warehouse is coming in to Kingston. Selectwoman Alessio added that the current bank also serves a two-town school district and the County Registry of Deeds; she said there has been a bank in Kingston since 1871.

Selectman Briggs asked about the process to get the bank opened, and Mr. Kenney said that while he had only been notified 6 weeks ago that TD Bank would be leaving, and their lease runs through November of this year, he expects they will be getting out relatively quickly. He said he hopes to avoid having a dark building for long.

Ms. Morin said that their biggest hurdles are working through the terms and regulation, and also finding staff and a good fit for a manager. She left business cards with the Board; she and Mr. Cataldi were invited to come back to another meeting at their convenience to follow up.

PUBLIC COMMENT I:

Rebekka Mateyk, Kingston Library Director, said she wanted to inform the Board that she is looking into a tent for the summer reading program, which will run from 6 to 8 weeks. She said this was not planned for in the library’s budget and she is hoping to find funding through new emergency relief funds that have been promised to governments. The tent will cost \$4,500 for the summer; this price is good through today, March 29, but she will call to see if the price can be held.

In discussion, it was agreed that buying a tent is not feasible due to the liability, and also due to the difficulties of storing it properly. Ms. Mateyk was asked to come back on April 5 with more information about cost and possible avenues of funding.

OLD BUSINESS:

Auditing Services: Contract decision

The Board reviewed a breakdown of the three bids submitted for auditing services, prepared by Finance Director Cindy Kenerson. The term is for 3 years with an optional three-year extension; all three companies (Plodzik & Sanderson, PA, Vachon Clukay & Company, PC, and Alta CPA Group) bid for three years, the three-year extension, and a six-year total cost. In all categories, Plodzik & Sanderson was the low bidder.

It was noted that this is a well-known company, but that to do “due diligence” the references should be called before the contract is signed.

MOTION: by Selectman St. James, to award the three-year auditing contract to Plodzik & Sanderson and authorize the Chairman to sign, pending favorable feedback from company references.

SECOND: by Selectwoman Alessio

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

Code Enforcement Officer Job description and want ad

The draft documents were reviewed and input given by the Board on what should be emphasized. Managing MS-4 stormwater control compliance will be added to the tasks, as well as acting as Deputy Health Officer. It was agreed that the candidate will need to be a versatile self-starter, with knowledge of the building trades, and able to read and interpret site plans.

The description will be updated for further review.

Sale of Town-Owned Land

Selectman St. James is waiting for further information from the Town Engineer; this topic will be tabled until the next meeting.

Frontage Road - illegal junkyard

This location will be visited by Selectmen Coombs and Briggs on April 5; all junkyards will be visited to check for compliance before issuance of annual licenses.

LED Street Lighting Agreement

Unitil has sent updated costs for the mast arms, which could have changed the overall agreement. Overall, costs are slightly less, so the agreement with Affinity can now be signed and payment made.

MOTION: by Selectman St. James, to authorize the Chairman to sign the agreement and the Finance Director to release payment to Affinity.

SECOND: by Selectwoman Alessio

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

NEW BUSINESS:

Health Officer

Health Officer Peter Broderick has sent a written resignation letter to each Selectman, received today.

MOTION: by Selectwoman Alessio, to accept Mr. Broderick's resignation from his position as Health Officer and to appoint Selectman Wilson as interim Health Officer.

SECOND: by Selectman St. James

Selectman Wilson noted for the public that the position has been posted if anyone is interested in applying.

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

47 New Boston Road: Shoreland Protection concerns

Following up on a complaint, Selectman Wilson had talked to the owner of this property about a horse corral and also extensive tree cutting in the Shoreland Protection zone. The owners have been in touch with Conservation Commission Chair Evy Nathan, who

has given them information, and have come to the office to apply for a driveway permit and inquire about Conditional Use. It was agreed they are taking steps to remedy the situation.

COMMITTEE LIAISON REPORTS:

Selectman Wilson gave information about the invoice for the **History Book** contract, which is available for the Board to review and sign. He also said they are looking for a secure place to store the books when they arrive.

After reviewing the invoice and the breakdown of payments, Chairman Coombs said he would like to have a better grasp of the numbers before signing. Bob Bean of the Book Committee will be asked to meet with him on Thursday morning. Selectman St. James will meet with the **Finance Director** to find out how the funds will be managed, via contingency funds or the Kingston Days account.

Selectman St. James will also be working with Ms. Kenerson on the topics of credit cards, harassment training, and development of a better employee evaluation form.

Selectwoman Alessio will be meeting with **Fire** Chief Graham Pellerin in order to finalize his contract. She has also met with **Kingston Days Committee** Chair Carol Carbonneau to go over her concerns, and will attend their meeting on Thursday.

Inspectors will meet this week and begin working on the fee structure. Chairman Coombs said he will be advocating for a \$50 inspection fee, noting that the current \$25 fee is lower than other towns.

PUBLIC COMMENT II: None heard

BOARD BUSINESS

Evaluation forms

The Board discussed ways in which the forms and the process of employee evaluation may be improved, such as including a self-evaluation. Having the liaison meet with the employee during the course of the year was also discussed. It was agreed that online training on this topic will be pursued via Primex.

Adoption of Town Roads

Information on this topic was supplied by the Administrative Assistant; it was agreed to table discussion until the next meeting.

PUBLIC COMMENT II:

Selectman Wilson said that he wanted to say he was favorable impressed by the talk with Partners Bank, and would welcome a community bank.

CORRESPONDENCE, APPLICATIONS, PURCHASE ORDERS:

- A grant has been applied for by the Recreation Director; funds in the amount of \$22,000 have been granted for Recreation programs impacted by COVID restrictions. On a Motion by Selectman St. James, Seconded by Selectwoman

Alessio, all were in favor of accepting the funds and authorizing the Recreation Director to sign.

- One Veterans Credit application was approved, for Map R38, Lot 7A-1.
- The Board held the Intent to Excavate submitted by Torromeo Industries for one more week while Selectman Wilson goes to check out the berm that is to be built.
- The owner of property where the Board had requested removal of construction equipment via a Notice of Violation called the Selectmen's office and offered to meet at the property. It was agreed to check with Planning, but that the Board was satisfied with the effort as long as construction materials were removed.

APPROVAL OF MEETING MINUTES:

MOTION: by Selectman St. James, to approve the public and non-public meeting minutes of March 22, 2021, as written.

SECOND: by Selectman Briggs

All in favor via roll call vote.

NON-PUBLIC SESSION:

MOTION: by Selectwoman Alessio, to enter non-public session under RSA 91-A:3, II (a) and (b), Personnel

SECOND: by Selectman Wilson

All in favor via roll call vote

Meeting adjourned to non-public session at 8:32 PM.

MOTION: by Selectman St. James, to return to public session at 8:40 PM

SECOND: by Selectwoman Alessio

All in favor via roll call vote.

Motion made to seal these minutes? If so, motion 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.

 Render a proposed action ineffective

 Pertains to preparation or carrying out of actions regarding terrorism

Roll Call Vote to Seal Minutes:

Phillip Coombs	Y	Richard Wilson	Y
Kevin St. James	Y	Electra Alessio	Y
Donald Briggs	Y		

Motion: PASSED

Discussed in non-public session: Personnel matters

Adjournment:

Meeting Adjourned at 8:42 PM.

Respectfully submitted,
Susan Ayer, Administrative Assistant