

**Kingston, New Hampshire
Board of Selectmen
Meeting of April 5, 2021
FINAL MINUTES**

The meeting was called to order at 7:00 pm.

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

APPOINTMENTS:

Rebekka Mateyk, Library Director

The Library Director had been invited back to discuss any further information she had gotten about costs and funding for tents to be used for the summer reading program. She reported that she had gotten three cost quotes, the lowest of which was for a different kind of tent than the pole tents usually used. She said she is currently looking for support and reaching out to the Friends of the Library, for one possible source of funding.

Ms. Mateyk said she understands that the American Rescue Plan Act funds will not be available until the end of May. It was agreed that the amount of money that will reach the town, and what it may be used for, are still unknown.

Selectman St. James said he has no issue with the use of tents, but he for one feels that it should come out of the library budget, or grants, and not Town funds.

Sources of money were discussed, along with an additional rental company to check.

Graham Pellerin, Fire Chief

Chief Pellerin said that the Ambulance Fund warrant article had passed, and as it specifies that spending from the fund needs to be approved at a public meeting, he is here to ask the Board to sign a purchase order for ambulance preventative maintenance, and four batteries at a cost of \$500 each. He said that the maintenance had been skipped last year to save money but needs to be done now. The total purchase order amount is \$9,011. The purchase order was signed.

The Fire Chief then announced that there will be a groundbreaking ceremony at the new fire house site on April 17th at 11 AM.

PUBLIC COMMENT I:

Highway Agent Rich St. Hilaire was present and told the Selectmen that he will be proposing computer upgrades at the Highway Department, as they were not included in the Block 5 contract, and with a new administrative assistant to be hired, he will need better equipment.

Selectman Wilson asked Mr. St. Hilaire about fencing to be put up at Sands Lane to mark the Town's property line. It was agreed that post and cable will be sufficient and that any remaining personal property needs to be removed. A new snowmobile trail has been observed.

OLD BUSINESS:

Sale of Town-Owned Land

Selectman St. James said he had talked to Town Engineer Dennis Quintal, who had contacted surveyor Paul Nichols about working with the Town on the Town owned lots being considered for sale. Mr. Nichols will be unavailable until at least Fall, so Charlie Zilch of SEC Engineers was also contacted. It is hoped that the parcel with hazardous trees (Map U4 Lot 175) can be expedited even if the others need to wait.

Selectman Wilson said that the lot in the Pillsbury Pasture subdivision (Map R4 Lot 10) was reviewed by the Planning Board and found to be ineligible for sale because it was deeded to the Town for a purpose. He said there is also a drainage easement.

Selectman St. James said that in that case, a letter needs to be sent to the abutter that is using the lot, telling him he needs to restore the lot to its natural state. He said the abutter has removed a boundary marker, and put in a driveway on the Town land.

Junkyards

Selectmen Coombs and Briggs have looked at all the legal junkyards and they are all up to standards. They also looked at some illegal junkyards; there are at least 4 property owners that need to be sent letters to have them remove various unregistered vehicles and other junk.

History of Kingston Book

Selectman Wilson said he had met with Bob Bean to go over the invoice for publication of the history book, and it is now more clear. \$7,215 is due to the editor, and a deposit of \$18,000 is due to the publisher. The total publishing cost for all 750 books will be \$25,650. Selectman St. James said he had talked with the Finance Director, who he said had told him the money can be appropriated through Town funds.

The printing agreement was considered clarified and will be signed.

44 Main Street code violation

The contractor living at this property has responded to the Town's notice of violation by moving his equipment to a different location and doing some cleanup. Selectman Wilson said that there are still some items such as ladders there, although it looks a lot better. This matter will be followed up on at the next meeting.

NEW BUSINESS:

Landfill: Proposals for future

The Chairman is still working on this report; it was tabled until the April 26 meeting.

Driveway Permits

Chairman Coombs said that the topic of responsibility for driveway permits came up at the Inspectors meeting, and Planning Board Administrative Assistant Ellen Faulconer had followed up by sending pertinent RSAs to both the Planning Board and this Board for review. The Selectmen reviewed these RSAs, which state that the Planning Board has jurisdiction over the adequacy and safety of driveways and the entrances and exits onto a highway. The Planning Board may delegate administrative duties, such as the issuance of permits, to another qualified official or body; the Highway Agent currently is empowered to issue driveway permits and it has been proposed to delegate this to the Selectmen, so that all permits may be issued from one office.

Highway Agent Rich St. Hilaire said that he currently issues the permits, but has no authority to make decisions; the Planning Board still has the function of planning the driveways for subdivisions. There was a discussion of making changes to the driveway regulations and/or delegation of the issuance of permits. Selectman Wilson will discuss this with the Planning Board.

COMMITTEE LIAISON REPORTS:

Chairman Coombs shared a spreadsheet prepared by Assessing and Permitting Clerk Tori Dobrowolski, which shows changes to permitting fees that are being discussed. Chairman Coombs discussed several details of the spreadsheet and what the Inspectors have been working on. Inspection fees, currently \$25 for Electrical and Plumbing, are recommended to be raised to \$50. The penalty for not having a permit was suggested to be 5 times the fee. Chairman Coombs said that the Building Inspector felt the current Building permit fees are reasonable.

Chairman Coombs said that this is still a work in process, and he is just keeping the Board informed. Selectman St. James said he thought the fees should cover costs, including software that may be added, of permits and inspections.

Selectman St. James said that the Budget Committee had met this week and had a full roster.

Selectman Briggs said that the Conservation Commission would like to know if there is any objection to their using their own Zoom account rather than the Town's account. It was agreed that is acceptable and legal, as long as the meetings are duly posted. There was a discussion of how long meetings will need to continue to be held virtually, or will be allowed by the State to be held virtually.

Selectwoman Alessio said that she had joined in a meeting of the Kingston Days Committee. They are going to try to include as many of the events of the past, within a budget of \$25,000. The cow patty contest is being planned, and will help with raising money.

Selectwoman Alessio also had met with the Fire Chief, and one item brought up was that the Committee Liaison reports might be moved to earlier in the meeting agendas so that committee members or department heads might be present for the matters discussed.

PUBLIC COMMENT II: None heard

BOARD BUSINESS

Code Enforcement Officer Job description and want ad

Several further changes to the job description were suggested by Board members. These will be incorporated and a new draft brought to the next meeting for review.

Adoption of Town Roads

Information provided by the Administrative Assistant, after a discussion of adopting Tucker Road as a Class 5 road, was reviewed. The Highway Agent said that Tucker Road is an ancient Town road in place since the 1700's that was never discontinued, and has been maintained even though it was classified as Class 6. He said it is not a paper street, it is listed in the state's diagram. He said that a decision was made in the past not to upgrade the road as the Town did not want it to be developed.

The legal counsel at New Hampshire Municipal Association will be consulted about the steps required to adopt Tucker Road.

Revision of Right to Know Policy

The cost of copies was suggested to be added to the policy; the Finance Director was consulted and calculated the "actual cost" of a copy to be 5 cents for black and white, and 12 cents for color, based on the copier maintenance contract and utilities. The Board discussed whether or not administrative costs can be included. This will be researched.

PUBLIC COMMENT II: None heard.

CORRESPONDENCE, APPLICATIONS, PURCHASE ORDERS:

- A letter from Bob Berg of Jericho Drive informed the Board that Torromeo trucks are at the quarry before 6 AM, with loud back up beeps. After some discussion, it was agreed that Mr. Berg should be told to work directly with Torromeo on this matter. In addition, the Administrative Assistant is working on adding a "Subscribe To" heading for residents that would like to be notified of blasting at the quarry.
- Four Facilities Use applications received from ball teams wishing to use Town fields were approved. The Administrative Assistant is working with Recreation Director Paul Butler to follow up with the Premises Agreements, insurance certificates and fees where applicable.
- Four Residence in a Commercial or Industrial Zone renewal applications were signed.
- A prorated assessment abatement for a damaged building was signed, for fire damaged property at Map R31, Lot 16-1.
- A voluntary lot merger form for the fire station property was signed and will be sent on to the Planning Board.
- Two junkyard license renewals were signed.

APPROVAL OF MEETING MINUTES:

MOTION: by Selectman Alessio, to approve the public and non-public meeting minutes of March 29, 2021, as written.

SECOND: by Selectman St. James

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 8:15 PM.

MOTION: by Selectman St. James, to return to public session at 8:35 PM

SECOND: by Selectwoman Alessio

All in favor via roll call vote.

Motion made to seal these minutes: 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 8:35 PM.

Respectfully submitted,
Susan Ayer, Administrative Assistant