

**Kingston, New Hampshire
Board of Selectmen
Meeting of April 12, 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:

Tammy Bakie, Town Clerk-Tax Collector

The Town Clerk distributed the list of properties for which she had issued notices of unpaid taxes; these residents will have 30 days to pay back taxes before being issued a notice of deeding by the Town. Ms. Bakie informed the Board that in total, \$279,000 is all that is left unpaid for 2018, 2019 and 2020.

Ms. Bakie then asked about selling birdhouses to benefit Fire Chief Graham Pellerin, who had a house fire this year. She said they are hand made by a Kingston resident, and she has bought some with her own money that she would like to resell for \$45. Her question was whether it will be acceptable to sell them out of the Clerk's office. After discussion in which it was noted that she is selling the cow patty deeds for Kingston Days and other items which are not related to her office, and taking recreation camp fees, and that funds for such things are not comingled with her Clerk and Collector moneys, the Board okayed the selling of birdhouses. Selectman St. James said that, however, he thinks that if a fundraiser is done for the Fire Chief, it should be done for others with similar circumstances. Selectman Wilson concurred with this.

PUBLIC COMMENT I: None heard

COMMITTEE LIAISON REPORTS:

Selectman Wilson reported that discussion during the **Planning Board** meeting on the topic of driveway permits only resulted in confusion as to why changes to the process (to transfer responsibility from the Highway Agent to the Board of Selectmen) were being proposed. It was agreed that Road Agent Rich St. Hilaire should attend a Planning Board meeting along with Selectman Wilson to join this discussion.

Selectman Wilson also reported that the **Highway Agent** would like to eliminate the parking area across from the State park and plant grass there. He proposes then to add parking along the roadway. Selectman St. James said he is on board with the intent of the proposal; all agreed that the Highway Agent should be asked for a sketch or other visual aid to show the plan.

Selectman Briggs said he had talked with the father and son who live at the property on Frontage Road that has an illegal dumping area. They agreed to come in to talk to the

Town Planner about this; if nothing is done a Cease and Desist will be issued. Chairman Coombs noted that there are three other properties with similar violations.

Selectman Briggs said that he has been approached for permission for the graduating high school class to have a car parade as they did last year. He said it went well last year, and all were in favor of allowing it to take place again at this year's graduation.

Selectwoman Alessio said that there will be no **Historic District Commission** meeting in April as they have no applications. She said that the **Kingston Days Committee** has begun selling cow patty contest "deeds", which are available from the Town Clerk. She added that the Committee feels confident they can hold the fair from Friday night through Sunday as usual.

Selectman St. James said he had met with **Recreation** Director Paul Butler twice on the subject of the playground equipment. He described the plans discussed, which involved new equipment to be purchased and some of the old equipment reused. He said that Mr. Butler will get back to the Board with what he intends to do.

OLD BUSINESS:

44 Main Street - follow-up on code violations

Chairman Coombs said that the majority of the construction equipment had been removed from this property. He said he will follow up with the residents who complained of the violations, but considers the matter closed.

Torromeo Blasting dates to be available from website

Information is planned to be shared via "Subscribe to Town News" from the Town's website; Selectman Wilson is following up with the owners at Torromeo Industries to set up how to receive this information from the company or the blasting company they use. Selectman Wilson also said that the berm that is to act as a sound barrier has been started, but he has no information about a completion date.

Sale of Town-owned land

A letter prepared for the Pillsbury Pasture resident who is using a Town lot for personal use was reviewed and signed. The lot is not eligible for sale. This is considered a first notice.

The Board made no decisions on moving forward with lots in Great Pond Park that are being considered for sale.

NEW BUSINESS:

Town credit card

Selectman St. James said he had worked with Finance Director Cindy Kenerson to research credit card options for use by department heads. Companies started with were American Express and TD Bank. Selectman St. James said he then contacted Partners Bank, which may be moving in to Kingston to take TD Bank's place. He gave some details of his conversation with the representative of Partners Bank, including that Social Security numbers would need to be supplied, but only to satisfy Homeland Security requirements. A monthly limit of \$5,000 was suggested; other details such as daily limits

and reward points were discussed. Any balances would be paid monthly via a purchase order. It was agreed a policy needs to be set for credit card privileges and usage, and that the terms of the card chosen need to be before the Board for a vote.

BOARD BUSINESS:

Final Draft: Code Enforcement Job Description

The Board reviewed the updated draft of the Code Enforcement Officer job description.

MOTION: by Selectman Briggs, to approve and adopt the Code Enforcement Officer job description as revised.

SECOND: by Selectwoman Alessio

All in favor

The position will be posted on Indeed, the Town's website, and the New Hampshire Municipal Association (NHMA)'s website.

Revision to Right to Know policy: Cost of copies

Information on what can legally be charged for copies under the Right to Know law was discussed. A recent NHMA article included information on a court case in which it was decided that 50 cents per page for the first 10 copies and 10 cents per page thereafter was a permissible copying fee for public records under RSA 91-A:4, IV (d). Selectman St. James shared his opinion that the cost of labor to research and make the copies should be included. Selectman Briggs said that labor cost can't be included.

MOTION: by Selectwoman Alessio, to set the cost of copies for a Right to Know request at 50 cents per page for the first 10 copies and 10 cents per page thereafter, per the research and recommendation of the Administrative Assistant.

SECOND: by Selectman Briggs

Roll Call Vote: In favor: Alessio, Briggs, Coombs, Wilson. Abstain: St. James

Meetings with Department Heads

Selectwoman Alessio said that the Board has talked about meeting with Department Heads once per month. Selectman Wilson suggested that this could be a daytime meeting any time there is a 5th Monday in a month. It was agreed to table this decision; Selectwoman Alessio was tasked with putting together dates and times to consider.

PUBLIC COMMENT II: None heard

CORRESPONDENCE, APPLICATIONS, PURCHASE ORDERS:

- **Intent to excavate: Map R-2 Lot 8, Torromeo--** Selectman Wilson said he believes this is what Torromeo puts in for every year and it should be signed. Remaining questions will be followed up on this week.
- Selectman Briggs said that **Consolidated Communications** is installing fiber optic cable in Kingston. It was not known how much of Town will have access, but this would provide an alternative for cable access.
- **Approval requested for Cable Channel "bulletin board" content** - approved.
- **Veterans Credit application (1)**- approved.
- **Comment sheet: Planning Board, 19 Page Road** - no comments provided.
- **Comment sheet: Planning Board, 92 Route 125** - no comments provided.

- **Facilities Use request to do a “promenade” on the Plains to take prom pictures - approved.**
- **Email from resident of Sean Drive, requesting road signs for safety:** It was agreed that the only sign that can be used is “no outlet”. Selectman Briggs said that signs can give a false sense of security. He will check with the Highway Agent, and go out and look at the area.
- **Email from DES regarding unpaid invoice:** The Administrative Assistant was asked to see if the Town had received an itemized invoice, and if not, to request one; after that it was agreed the invoice should be paid.
- **Agreement with Unitil Energy for LED lighting:** On a motion by Selectman Wilson, seconded by Selectman St. James, the Board voted to authorize the Chair to sign the Unitil agreement related to the LED streetlight project: In favor: Alessio, Briggs, St. James, Wilson. Abstain: Coombs. The Finance Director will be directed to release the check that has been on hold to Affinity Lighting.

APPROVAL OF MEETING MINUTES:

MOTION: by Selectman Wilson, to approve the public and non-public meeting minutes of April 5, 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 8:03 PM.

MOTION: by Selectman St. James, to return to public session at 8:45 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.

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 8:45 PM.

Respectfully submitted,
Susan Ayer, Administrative Assistant