

In attendance: C. Iino, L. Annino, Jr., E. Blewett, D. Mooney, T. Gannon, B. Dodson, T. Lentz, R. Rimmer, R., Pleines, R. Bauer

1. The meeting was called to order at 7:01 p.m.
2. Public comment
3. Departmental Reports

A. Town Clerk Dawn Mooney updated the Board on preparations for November's presidential election. Last week, the Secretary of the State's office announced that, while it will still be mailing absentee ballot applications to all registered voters in the state, they no longer plan to use a mailhouse for fulfilling ballot requests. That leaves ordering, processing, and mailing of thousands of ballots to local election authorities, i.e. town clerks. Postage costs, 65 cents per ballot, may or may not fall upon the towns.

Using projections based on the number of ballots requested for the recent presidential preference primary (85% of voters), she will order enough applications for all eligible Killingworth voters.

The state requires that ballots, an estimated 4,000 +, be mailed out within 48 hours of receipt of application. For the recent primary, applications from the state arrived in town 2 weeks late. Based on that precedent, Mooney will be encouraging residents to download the application forms through the KW town website and not wait to receive an application in the mail.

Staffing challenges, supplies, and postage needs are being addressed in anticipation of increased volume of work. COVID protocols are dictating that town clerks work in shifts, and because all applications are entered into a single computer, social distancing will be difficult. Mooney's hiring of a relative to allow for computer-sharing and working long hours in close quarters was met with no objection.

There was brief discussion about problems that arose with the use of window envelopes during the primary. These will not be used in the general election.

B. Building and Health Department written reports were distributed.

4. Approval of minutes  
**Annino moved to approve the minutes of the Special Meeting of the Board of Selectmen held on August 13, 2020.** One omission was noted: the interruption of the virtual meeting by an energetic juvenile black bear in the background of Selectman Annino's screen. **The motion, approved by Blewett, passed unanimously.**
5. Refunds and abatements: none
6. Appointments: see below
7. Old Business

A. Multi-Year Capital Improvement Plan

Iino introduced some suggested modifications to the plan:

1. Redesign and updating of the town website to improve functionality, encourage usage, and allow for better access from mobile devices: \$20,000 in year 2
2. Coverings for open containers at transfer station: remove \$20,000 from year 2, add \$100,000 in year 4

B. Budget: FY 2019-20 Preliminary Year-end Results

Finance Director was not present. Discussion was suspended.

C. Parmelee Barn Project

Representing the Parmelee Farm Committee, Tim Gannon reported that the committee approved, in concept, the Killingworth Historical Society's application to install a barn behind the farmhouse. The request, its incorporation into the farm's master plan, and the option to move/install an existing barn was discussed, with input from Bruce Dodson and Tom Lentz. Since the KHS was considering buying an existing old barn, Iino and Blewett encouraged the KHS to consider moving the white barn from the town campus, as discussed at an earlier meeting.

Tom Lentz emphasized that the addition of the barn would provide needed storage space, but would also allow the farmhouse to be used as it was originally intended – as a town visitor center and museum. The farmhouse is being used for storage and tag sales and is often unavailable for educational use.

Annino expressed his support for the proposal based on that idea that the addition of a barn has strategic importance in executing the farm's master plan. Without adequate storage, the farmhouse cannot be used for its intended purpose.

**Annino moved to approve the concept put forward by the Parmelee Farm Committee, in association with the Historical Society, to develop a plan for siting a barn on the property. The motion, seconded by Blewett, passed unanimously.**

8. New Business

A. Charter Revision Commission request for extension

Commission chair Rob Rimmer asked the board to consider an extension to the deadline for delivering a final report of recommended changes to the town charter. Rimmer noted that the commission has made progress, proceeding methodically and thoroughly, but cited scheduling difficulties and meeting cancellations due to COVID-19 and Tropical Storm Isaias as impediments to meeting the mandated reporting deadline.

**lino moved that the BOS grant an extension to the Charter Revision Commission, and require that the Commission report back with a proposal by May 13, 2021. The motion, seconded by Annino, passed unanimously.**

Rimmer added that Dawn Mooney resigned from the commission due to time constraints. A new member will be appointed by the Board of Selectmen.

B. ADA Coordinator appointment

lino reported that the state requires municipalities with over 50 employees designate an employee as ADA coordinator. She noted that while Killingworth is not required to do so, because we have far fewer than 50 employees it would be useful to have someone to whom concerns and questions could be addressed. The current building official, Richard Pleines, has a background in ADA-compliant construction and inspection and could fill that need.

**lino moved that the BOS appoint Richard Pleines as the town's ADA Compliance Coordinator. The motion was seconded by Annino for the purposes of discussion:**

Discussion: Pleines noted state licensing and training requirements and asked the BOS to consider time and expense before making an official appointment. Annino cautioned against making the official appointment, citing potential conflicts and other considerations, and suggest the town take advantage of Pleines's expertise on a less formal basis. Pleines agreed to be a local source of information and advocate for ADA issues.

**The motion and second were withdrawn.**

C. Town Office Building maintenance and repairs

\$30,000 remains in the capital budget for town office building maintenance and repairs. lino requested that the exterior siding project bid out last year be executed now. For next meeting building official will inspect the modular section of building and report back with a recommended scope of work. Contractor will be contacted to see if he will hold bid amount.

D. Director of Health

part-time director of health Sonia Marino has accepted a full-time position in the town of Guilford. She has offered to support the town during the transition. Before her hiring, lino had negotiated with neighboring towns about shared services, a good alternative option. She will resume those talks immediately. Former Health Director Paul Hutcheon has offered to fill in in the interim.

9. First Selectwoman's comments

lino reported that the Governor's Executive Order pertaining to public meetings will expire in September. It is expected to be extended, allowing for continued distance meetings and for decisions normally requiring town meetings to be made by the Boards of Selectmen/Finance.

Upcoming issues including first responders abatements, fiscal issues etc. will need to be addressed. There was brief discussion.

10. Selectmen's comments

A. Blewett asked for an update on tree cutting at Parmelee Farm. The quote for the work obtained by the Parmelee Farm Committee has been approved.

B. Blewett inquired about the construction project at Fire Station One. Electrical and building permits have been filed. Building official has met with Chief Bauer conducting necessary inspections.

C. Blewett asked whether tax collection was on target. It is. Iino gave a brief recap of revenue collected to the end of July.

D. Iino updated the board on correspondence from the realtor regarding the town-owned lots currently on the market. A recent sale of a comparable lot prompted the realtor to suggest lowering the asking price. There was consensus that this was not an appropriate response at this time.

11. Adjournment

**A motion by Iino, seconded by Annino, to adjourn at 8:37 passed unanimously.**

**Respectfully submitted by Elizabeth Disbrow on 8/27/2020.**