

Ms. Pettinato called this Selectmen’s Public meeting to order at 6:30PM.

MINUTES: The Board reviewed the Selectmen’s Public Meeting Minutes dated 03/14/16.

Chairman Poelaert MOTIONED to approve the Selectmen’s Public Meeting Minutes dated 03/14/16 as presented. Mr. Dworman seconded. Motion carried 3-0.

CHECK REGISTERS/POLICE DETAILS: The Board reviewed the check register dated 03/16/16 – 03/25/16 in the amount of $65,328.11 and the police special detail list in the amount of $1,490.00 dated 03/09/16 – 03/18/16.

It was noted that Ms. Pettinato reviewed the accounts payable prior to its approval at this meeting.

Chairman Poelaert MOTIONED to approve and sign the check register dated 03/16/16 – 03/25/16 as presented based upon Ms. Pettinato’s prior review. Mr. Dworman seconded. Motion carried 3-0.

Chairman Poelaert MOTIONED to approve and sign the police special detail list as presented. Mr. Dworman seconded. Motion carried 3-0.

RIGHT-TO-KNOW CORRESPONDENCE: The Board reviewed correspondence to Holly Ruocco in regard to the return of a $48 fee for photocopies in connection with a Right-to-Know request.

Ms. Pettinato MOTIONED to approve and sign the correspondence to Holly Ruocco denying her request in regard to the return of a $48 fee for photocopies in connection with a Right-to-Know request as presented as she is not a resident of the Town of East Kingston and according to the posted Town of East Kingston Fees, the cost of photocopies are $1 each as voted and approved by the East Kingston Board of Selectmen effective June 9, 2001. Mr. Dworman seconded. Motion carried 3-0.

MAINSTAY TECHNOLOGIES: The Board reviewed a Service Agreement from Mainstay Technologies, Inc., the Town’s IT company covering recommendations, maintenance and support of the Information Technology infrastructure, systems and use for the Town Offices building for 2016 at a cost of $500 per month. It was noted there was no increase in fees from 2015.

Mr. Dworman MOTIONED to approve and for the Chairman to sign the Service Agreement from Mainstay Technologies, Inc., the Town’s IT company covering recommendations, maintenance and support of the Information Technology infrastructure, systems and use for the Town Offices building for 2016 at a cost of $500 per month as presented. Ms. Pettinato seconded. Motion carried 3-0.

APPOINTMENTS: The Board reviewed the following appointments for their approval and signature based upon the recommendation of the corresponding Department Heads:

Matthew B. Dworman, Planning Board Ex-Officio Alternate, effective 04/01/16 – 03/31/17
Richard S. Poelaert, Planning Board Ex-Officio Alternate, effective 04/01/16 – 03/31/17
Erin J. Pettinato, Planning Board Ex-Officio, effective 04/01/16 – 03/31/17
Nancy Parker, Trustee of the Library Alternate, effective 04/01/16 – 03/31/17
Robert A. Marston, Planning Board Vice Chairman, effective 04/01/16 – 03/31/19
Chris Delling, Planning Board Member, effective 04/01/16 – 03/31/19
Ms. Pettinato **MOTIONED** to approve and sign the 2016 appointments as stated above. Chairman Poelaert seconded. Motion carried 3-0.

**THANK YOU LETTERS:** The Board reviewed thank you letters to Ron Morales and Kay Hankin for their years of dedicated service to the Town of East Kingston.

Ms. Pettinato **MOTIONED** to approve the letters of thanks as described above. Chairman Poelaert seconded. Motion carried 3-0.

In light of their many years of service to the Town, Ms. Hurteau requested permission from the Board to purchase gift certificates for both Mr. Morales and Ms. Hankin to be included with their letters of thanks.

Chairman Poelaert **MOTIONED** to always approve the purchase of gift certificates to retiring long term employees in the amount of $100. Mr. Dworman seconded. Motion carried 3-0.

**ZONING VERIFICATION:** The Board reviewed correspondence dated March 18, 2016 from the Planning Board requesting the Board sign a Zoning Verification for KidLogic, 14 Powwow River Road, which states the child care agency conforms to the requirements of the zoning ordinances of the Town of East Kingston.

Mr. Dworman **MOTIONED** to approve and for the Chairman to sign the Zoning Verification for KidLogic as presented. Ms. Pettinato seconded. Motion carried 3-0.

**ABATEMENT:** The Board reviewed a request for abatement from PSNH (Eversource), MBL #18-01-PSNH for 2015 as well as a letter of recommendation from the Town’s assessing company, Avitar Associates of New England, Inc. dated March 17, 2016.

Mr. Dworman **MOTIONED** to deny the request for abatement from PSNH (Eversource), MBL #18-01-PSNH for 2015 based upon the letter of recommendation from the Town’s assessing company, Avitar Associates of New England, Inc. dated March 17, 2016. Ms. Pettinato seconded. Motion carried 3-0.

**CURRENT USE:** The Board reviewed an Application for Current Use, Form A-10, for David & Cynthia Sullivan, for property located at 42 Clement Lane, MBL #11-03-08 & 34 Clement Lane, MBL #11-03-14. It was noted both lots are contiguous and a total of 12.61 acres are being placed under Current Use, leaving a 2 acre house lot.

Ms. Pettinato **MOTIONED** to approve and sign the Application for Current Use, Form A-10, for David & Cynthia Sullivan, for property located at 42 Clement Lane, MBL #11-03-08 & 34 Clement Lane, MBL #11-03-14 as presented. Chairman Poelaert seconded. Motion carried 3-0.

**MS-232:** The Board reviewed the 2016 MS-232, Report of Appropriations Actually Voted with total voted appropriations voted of $2,948,808 for their approval and signatures.

Ms. Pettinato **MOTIONED** to sign the 2016 MS-232, Report of Appropriations Actually Voted with total voted appropriations voted of $2,948,808, as presented. Chairman Poelaert seconded. Motion carried 3-0.

**MS-123:** The Board reviewed the 2016 MS-123, Report of Town/City/Village Officials as submitted by Barbara A. Clark, Town Clerk/Tax Collector for their approval and signatures.

Mr. Dworman **MOTIONED** to sign the 2016 MS-123, Report of Town/City/Village Officials as submitted by Barbara A. Clark, Town Clerk/Tax Collector, as presented. Ms. Pettinato seconded. Motion carried 3-0.

**PLANNING BOARD:** The Board acknowledged receipt of correspondence dated March 17, 2016 from the Planning Board recommending their final approval of an “Invisible” Home Occupation for Mark Chetwynd, 112 North Road, MBL #15-03-13 d/b/a Capture Your Action for sales of various action cameras with associated bookkeeping/office functions.
Based upon the recommendation of the Planning Board, Mr. Dworman MOTIONED to grant final approval for the “Invisible” Home Occupation for Mark Chetwynd as described above. Ms. Pettinato seconded. Motion carried 3-0.

VIDEO: Bill Gannon met with the Board to offer his services to video record the Selectmen’s Meetings as there was interest expressed in doing so at Candidates Night and he would be happy to help.

Mr. Gannon stated he would come in and assess the current video equipment adding the meetings should be able to be recorded without his presence and he could handle the upload at a later date, possibly on Youtube.

Ms. Pettinato stated the Board would really welcome his help and applauded his “act of good faith.”

Mr. Dworman MOTIONED to accept Bill Gannon’s assistance in videotaping Selectmen’s Meetings and uploading them to Youtube. Chairman Poelaert seconded. Motion carried 3-0.

SQUARESPACE: Mr. Dworman suggested transferring the Town’s current website to Squarespace to make it more convenient to add information and to have the current webmaster complete the transfer.

FIRE DEPARTMENT: Fire Chief Warren met with the Board to update them on the purchase of a new ambulance and pumper truck.

Chief Warren explained the money to purchase the new ambulance is available in the Ambulance/Equipment Revolving Account from payments received from ambulance calls and he will likely use PL Custom who is a manufacturer of custom emergency vehicles as they are the predominant dealer offering warranty and service.

Chief Warren continued the new ambulance will be ordered soon and he would like to retain the old ambulance as the trade in value would likely be $5000 - $6000 and the Fire Department could make more money than that by utilizing it as a second ambulance. He added it will take about 9 months from the date of the order for the new ambulance to be assembled and delivered.

Chief Warren stated he is assembling a committee to plan the replacement of Engine #2 and the funding is already in place. He added once sealed bids are received, they will be opened and selected at an upcoming Selectmen’s Meeting.

Mr. Dworman asked how Chief Warren would handle the fact that the residents approved the addition of $100,000 to the Fire Department’s 2016 budget for the down payment on the new pumper plus the voters approved the addition of another $100,000 through the warrant article to the existing Fire Apparatus Capital Reserve Fund.

Chief Warren replied it takes 360 days from the time the pumper truck is ordered to delivery and at next year’s election he will not have to ask for the addition of $100,000 to the existing Fire Apparatus Capital Reserve Fund and once they get on track it should be $65,000 per year. He added when the warrant article was written for the fund this year, they forgot to add the wording to allow them to expend from the Capital Reserve Fund and that is why the $100,000 was added to the budget to be sure they had the down payment necessary to order the new pumper.

Chief Warren stated that was the route chosen by the voters at the 1st Deliberative Session.

Chief Warren stated he wanted to throw his support behind Police Chief Connell adding he is doing an excellent job and they have a great working relationship.

Chief Warren thanked the Board and left the meeting at 7:00PM.

POLICE CHIEF: Police Chief Tim Connell met with the Board at 7:00PM as Mr. Dworman requested an official report on his first 90 days of employment with the Town.
Chief Connell provided the Board with a packet containing solicited email letters of those he came into contact with behind the scenes during his first 90 days who did not know him before he came to work here to provide a “5 minute snapshot” of their interaction with him along with a list of accomplishments.

The Board members took a few moments to review the packets.

Chairman Poelaert informed Chief Connell he had a man coming Wednesday afternoon to look at the heating and air conditioning systems at the Police Station and he will let him know what time adding he wants this project completed by the start of the summer.

Mr. Dworman stated the letters look great and the biggest concern was policies and procedures as they were looking for a book of them.

Chief Connell replied he has done many already, he is working on the implementation of others and is modeling them after the town of Dunbarton as they are nationally accredited and he would like to have East Kingston nationally accredited, as well. He added he is also looking at policies and procedures from Goffstown, Fremont and Merrimack and all of them will be best practices.

Chief Connell continued he is still dealing with the usual personnel struggles within the Department adding some have calmed, others are bubbling and some have taken care of themselves.

Mr. Dworman responded managing people is the hardest thing adding about ten years ago they hired a full-time Fire Chief who could have worked out well, but when he didn’t make the changes the Selectmen suggested, it didn’t end well. He added if there is a problem, it is best to address it right away.

Chief Connell explained they are down to two part-time police officers and Mark Heitz basically does firearms training and Eric Vichill covers part-time shifts and vacation coverage.

Chief Connell stated he reached out to other police departments to assist with coverage and asked the Board how he should go about it as far as performing background checks, etc.

Chairman Poelaert replied if they pass muster with the Chief they are fine with them. He added he saw a scary situation recently on Willow Road where someone passed a school bus.

Chief Connell replied he received other complaints on the same incident and the officers have been out on Willow Road, but unable to see him since, adding even the bus driver wasn’t able to get a plate number.

Ms. Pettinato noted the fence and large tree on the property at the end of Willow Road create a very dangerous situation for those pulling out onto Route 107.

Chairman Poelaert asked Chief Connell his philosophy on pulling over “locals” and whether he gives them a pass or a couple of breaks before writing tickets.

Chief Connell replied it depends on many factors such as the weather, their driving records and the circumstances, adding there is no aggregate answer.

Mr. Dworman noted the speed limit on all Town roads is 25 miles per hour and asked about a Town ordinance to collect the revenue for speeding tickets instead of it going to the State.

Chief Connell replied they could write a Town ordinance to that effect.

Mr. Dworman stated if there is anything Chief Connell needs to let the Board know and he replied if the Board has any concerns they should let him know, as well.
Mr. Dworman asked if Chief Connell heard back from Foss Motors about the Dodge Charger cruiser that was brought there for repair under warranty several weeks ago.

Chief Connell replied he just found out from Clayton Jervis that Dick Poelaert went to Foss Motors and made a deal with them to have the cruiser fixed for $500 so he should refer questions to him. He added he was told that 2 out of 5 of the recently produced Dodge Chargers are junk right now.

The Board thanked Chief Connell for meeting with them and he left the meeting at 7:26PM.

HEALTH OFFICER: Keri Marshall and Peter Mahar met with the Board at 7:26PM to inquire about the position of Health Officer and the requirements of the job.

Mr. Dworman replied there is a State liaison for Health Officers for information and there is very little work associated with the position as the Town has been without one for the past 6 months and had one call.

Dr. Mahar noted he works 9AM to 5PM elsewhere.

Chairman Poelaert stated the Health Officer would deal with failed septic systems, mold mitigation and restaurant inspections and Ms. Pettinato added mosquito control and foster home inspections.

Mr. Dworman stated there is training offered at the State level.

Dr. Mahar stated it is difficult for him to get time off and Chairman Poelaert replied the Selectmen will share in the responsibilities.

Dr. Mahar inquired about the need for liability insurance and Mr. Dworman responded he would be covered under the Town’s liability policy.

Mr. Dworman MOTIONED to appoint Dr. Peter Mahar as Health Officer for the Town of East Kingston. Chairman Poelaert seconded. Motion carried 3-0.

The Board thanked Dr. Mahar for meeting with them and he and Ms. Marshall left the meeting at 7:32PM.

MISCELLANEOUS: Chairman Poelaert listed the following items that need to be addressed:

Town Tour: The Town Tour needs to be scheduled. Mr. Dworman stated he is not available for the next two weeks and the Board determined they will schedule the Town Tour at a later date.

Town Bound: The Town Bound at the end of Willow Road was broken over the winter as well as a granite post at the Pound School and Bob Hanscom has agreed to repair them for $300.

Town Beach: Mark Brinkerhoff will install the Town Beach signs soon with guidance on location from the Selectmen.

Paving: The Selectmen need to meet with Mark Brinkerhoff to discuss this year’s paving.

Electronic Sign: The new electronic sign needs a stand. Mr. Dworman stated the company it was purchased from has a company that installs the signs and Michelle Cotton-Miller should have the information.

Voting Booths: The Town currently has 12 booths and should have 17, so more need to be ordered.

Eagle Scout Signs: The Town boundary signs erected as an Eagle Scout Project are aging and should be looked at on the Town Tour.
**Audio Recorders:** The audio recorders used at Selectmen’s meetings need micro SD chips. Ms. Pettinato will purchase two at Staples.

**TRUSTEES OF THE TRUST FUNDS:** Ms. Hurteau stated Roby Day requested use of the Selectmen’s Office to conduct Trustees of the Trust Funds meetings as their meeting place must be handicap accessible to accommodate newly elected Mr. Dittman.

The Board determined the Trustees should either meet at the East Kingston Public Library or Mr. Dittman’s home as the Selectmen’s Office contains confidential personnel and legal files and is, therefore, not available for public use.

**TOWN HALL:** The Board acknowledged receipt of three letters of interest from residents who wish to serve on the proposed Town Hall Committee to determine the future use of the building.

**TRUSTEES OF THE TRUST FUNDS:** The Board acknowledged receipt of Trustees of the Trust Fund meeting minutes of March 1, 2016 for their review and information.

**CALENDAR:** The following dates were noted: 03/30-Bills Due 8:00AM, 04/03-Fire Association Meeting 7:00PM, 04/06-Bills and Bi-Weekly Timesheets Due 8:00AM, 04/08- Grange Meeting 7:30PM, 04/11-Conservation Commission Meeting 5:00PM, Selectmen’s Meeting 6:30PM.

Chairman Poelaert **MOTIONED** to adjourn this Selectmen’s Public meeting at 7:55PM. Ms. Pettinato seconded. Motion carried 3-0.

Respectfully submitted,

Cheryll A. Hurteau  
Town Office Manager

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Richard S. Poelaert                               Matthew B. Dworman                             Erin J. Pettinato