
Others Attending: Ed Warren & Bill Gannon._

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

MINUTES: The Board reviewed the Selectmen’s Public Meeting Minutes dated 04/25/16.

Mr. Dworman MOTIONED to approve the Selectmen’s Public Meeting Minutes dated 04/25/16 as presented. Chairman Poelaert seconded. Motion carried 3-0.

CHECK REGISTERS/POLICE DETAILS: The Board reviewed the check register dated 04/29/16 – 05/06/16 in the amount of $429,441.81 and the police special detail list in the amount of $1,740.00 dated 04/20/16 – 05/02/16.

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

Mr. Dworman MOTIONED to approve and sign the check register dated 04/29/16 – 05/06/16 as presented based upon Ms. Pettinato’s prior review. Chairman Poelaert seconded. Motion carried 3-0.

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

ABATEMENT: The Board reviewed the following abatement for their approval and signature based upon the recommendation of the Town’s assessing company, Avitar Associates of NE, Inc. in correspondence dated April 13, 2016:

Granite State Gas Transmission, Inc., Pipe Line, Utility Company, MBL #18-01-GSGC

Mr. Dworman MOTIONED to approve and sign the abatement as stated above based upon the recommendation of the Town’s assessing company, Avitar Associates of NE, Inc. in correspondence dated April 13, 2016. Ms. Pettinato seconded. Motion carried 3-0.

TOWN CLERK/TAX COLLECTOR: The Board reviewed a Request for Disbursement of Funds from Town Clerk/Tax Collector, Barbara Clark in regard to Ursula Gilstrap for an overpayment of property taxes on 03/22/16 for the second billing and the resulting credit balance for property located at 118 South Road, MBL #13-01-02.

Mr. Dworman MOTIONED to approve the Request for Disbursement of Funds from Town Clerk/Tax Collector, Barbara Clark in regard to Ursula Gilstrap for an overpayment of property taxes on 03/22/16 for the second billing and the resulting credit balance for property located at 118 South Road, MBL #13-01-02. Ms. Pettinato seconded. Motion carried 3-0.

PRIMEX: The Board reviewed a Membership Agreement between the Town of East Kingston and Primex for participation in their Workers’ Compensation, Unemployment Compensation and Property & Liability Programs as discussed and approved at the last Selectmen’s Meeting held on Monday, April 25, 2016.

Mr. Dworman MOTIONED to approve and for the Chairman to sign the Membership Agreement between the Town of East Kingston and Primex for participation in their Workers’ Compensation, Unemployment
Compensation and Property & Liability Programs as discussed and approved at the last Selectmen’s Meeting held on Monday, April 25, 2016. Ms. Pettinato seconded. Motion carried 3-0.

**DRA:** The Board reviewed information received from the Town’s assessing company, Avitar Associates of New England, Inc. listing their top concerns with the Department of Revenue’s initiative to expand in law to all eight USPAP standards for tax assessment purposes, which they feel will increase municipal budgets by increasing assessing budgets and then cost local taxpayers additional tax dollars. Avitar requests that local Boards of Selectmen support them by signing their paperwork and/or attending the Assessing Standards Board meeting in support of them scheduled for Monday, May 16, 2016 at 9:30AM at DRA.

Mr. Dworman **MOTIONED** to sign the paperwork in support of Avitar Associates of New England, Inc. in regard to the Assessing Standards Board meeting scheduled for Monday, May 16, 2016 at 9:30AM at the Department of Revenue. Chairman Poelaert seconded. Motion carried 3-0.

**FIRE DEPT.:** The Board acknowledged receipt of a Purchase and Sale Agreement between Sugarloaf Ambulance/Rescue Vehicles and the East Kingston Fire Department for a 2017 Ford E450, PL Custom Emergency vehicles, Type III Ambulance for the total price of $188,819.

With a verified Ford Fleet Identification number, a $4,800 Concession is available. This makes the delivered price of the vehicle $184,019.

PL Custom offers a $1,000 discount with the prepayment of the chassis with the order. The discount shall be applied to the final invoice. This makes the delivered price of the vehicle $183,019.

With the Quigley 4x4 conversion, the price of the vehicle delivered is $197,019.

**SQUEARESPACE:** Mr. Dworman informed the Board members that the Town’s webmaster, Kathy Weise has the new website up and invited them to take a look at it as the foundational work is complete. He added he would send them a link so they can connect with the website.

**WILLOW ROAD:** Chairman Poelaert stated he spoke with Linda, who owns the property at the corner of Rte. 107 and Willow Road and she has agreed to allow the Town’s Road Agent to remove the fence around her property to improve sight distance when pulling out of Willow Road onto Rte. 107. He added she is a very nice person and told him she is fine with whatever the Selectmen want to do.

**ELECTRONIC SIGN:** Chairman Poelaert stated the electronic sign in front of the Fire Department/EOC is in place and the electrician is to call to set up a time to connect it.

Chairman Poelaert stated the Board needs a policy dealing with the content of messages allowed on the sign.

The Board discussed who should be allowed use of the sign and Chairman Poelaert stated Michelle Cotton-Miller has agreed to place approved messages on the sign as needed.

Chairman Poelaert asked Ms. Pettinato if she would approve messages for posting and she replied she would “to begin with.”

Mr. Dworman suggested they create a full policy dealing with hours of operation for the sign and suggested shutting if off at night.

Ms. Pettinato replied she will have a draft policy ready for the next Selectmen’s Meeting and suggested keeping posted information to a bare minimum to avoid driver distraction.
**BILL GANNON:** Mr. Gannon stated he set-up the equipment to video tape Selectmen’s meetings last week and found the width of the camera shot to be limited. He added he is here tonight to test the equipment and to try the microphones out.

**TOWN HALL:** Chairman Poelaert stated they need to start the committee to determine future use of the Town Hall building and they need to come up with the numbers for necessary repairs if they continue use of the building.

Following discussion, the Board tabled this item until further research is conducted.

Ms. Hurteau noted she spoke with Don Ross of the Grange and he told her they held their first Ham & Bean Supper at the East Kingston Elementary School, the turnout was great and it worked out very well for them.

Fire Chief Ed Warren arrived at the meeting at 7:00PM.

**TOWN OFFICES:** Chairman Poelaert stated something must be done about security in the Town Offices building as there were too many keys out there and asked about the possibility of a code or swipe card system.

Mr. Dworman replied they didn’t budget for the system for 2016, but they can look into this further and obtain quotes to budget for 2017.

Chairman Poelaert asked if they should do something about the Town Offices lawn and the possibility of irrigation adding Mark Brinkerhoff had also asked him about repairs to the fence along the embankment of the parking lot.

Mr. Dworman replied they did not plan for it in this year’s budget and they can look at it for next year.

**POLICE STATION:** Chairman Poelaert discussed the heating/HVAC system at the Police Station and indicated he did not think it was right to take the design of the person he asked to look at the systems and use it as the specs to obtain quotes from other vendors. He added if they were going to use his specs, he should be paid for them.

Mr. Dworman agreed they would expect to pay a person to write specs and Chairman Poelaert replied he would get a hold of him to let him know.

Mr. Dworman stated he thought Key Heating and Air Conditioning had also provided a quote to repair the systems and Chairman Poelaert replied they did an air quality test on the building only.

Chairman Poelaert asked if they could address the air conditioning issues first and indicated the duct work is a “disaster.”

Mr. Dworman suggested obtaining a quote from Key Heating and Air Conditioning and perhaps another company, who may come up with different specifications as it was worthwhile to get a second opinion before proceeding.

Chairman Poelaert stated they could be provided the specs already written and ask the other companies if they agreed with his philosophy.

**FIRE DEPARTMENT:** Fire Chief Warren met with the Board at 7:12PM.

Chief Warren provided the Board members with photocopies of the Purchase and Sales Agreement between Sugarloaf Ambulance/Rescue Vehicles and the East Kingston Fire Department for a 2017 Ford E450, PL Custom Emergency vehicles, Type III Ambulance.

Chief Warren explained the ambulance has been ordered and is approximately 240 days out and expected to be delivered this fall.
Chief Warren stated the Department has been “crazy busy” with calls and runs including heroin overdoses, adding they do not go long without an overdose call.

Chief Warren stated the Fire Truck Committee has solicited bids from 7 or 8 companies and when the sealed bids arrive, they will be opened at a Selectmen’s Meeting. He added he thanks the voters for their support in this purchase.

In response to Chairman Poelaert, Chief Warren stated the new electronic sign is Bluetooth wireless and Chairman Poelaert asked him to contact Mainstay Technologies when the time came once the electrical hook-up is complete.

Chairman Poelaert inquired about maintenance of fire ponds located in Town and asked who is in control of the one located on Willow Road.

Chief Warren responded there is no official plan in place for maintenance at this time, adding the cost to replace cisterns is between $60,000 and $80,000.

Chief Warren continued as the Town’s ordinance is written at this time, the cisterns need to stay.

Chairman Poelaert asked if the cisterns and fire ponds are tested and Chief Warren replied they recently found the one located at Holly Lane and Maplevale Road was never filled by the installer so the Fire Department filled it with 30,000 gallons of water. He added they flow test all of them two times a year and there are two bad ones, one of them being on Willow Road.

Chief Warren stated they have 36 water sources including 15 cisterns located in this Town and their life expectancy is between 30 and 60 years. He added they could look at creating a Capital Reserve Fund to cover their maintenance to be placed as a warrant article for 2017.

Mr. Gannon stated he would look at the audio and video to be certain everything was in frame this evening and promised to send the Selectmen a sample of this evening’s test video and left the meeting at 7:28PM.

**NONPUBLIC SESSION:** Chairman Poelaert MOTIONED to go into a nonpublic session at 7:28PM under RSA 91-A-3, II: para. (b) The hiring of any person as a public employee. The Board was polled & the results of the poll were: Richard S. Poelaert –Yes, Matthew B. Dworman – Yes, & Erin J. Pettinato - Yes.

The Board was polled & determined the divulgence of the information would render the proposed action ineffective & the information will be withheld from the public during the public meeting Minutes of May 9, 2016. The results of the poll were: Richard S. Poelaert –Yes, Matthew B. Dworman – Yes, & Erin J. Pettinato - Yes.

Chairman Poelaert MOTIONED to adjourn this Selectmen’s Non-Public meeting at 7:38PM. Mr. Dworman seconded. Motion carried 3-0.

**DEPT. OF LABOR:** Ms. Hurteau reported that an administrative audit of the Town’s Safety and Health Program was conducted on April 20th pursuant to RSA 281-A:64 as well as a physical compliance inspection and a written response as to when and how each violation has been abated must be sent to the New Hampshire Department of Labor by June 17, 2016.

Ms. Hurteau read from the report the various violations identified in the Police Station, Fire Station, Town Offices and Library, noting they were few in number and minor.

**FIRE DEPARTMENT:** Chief Warren stated the Fire Department is doing well and above the fray. He added the residents are happy and the Department assists with changing smoke/co2 detector batteries for residents, especially in 55+ developments with cathedral ceilings.

Due to recent issues, Chief Warren stated he will have a Fire Department Facebook policy in place by June.
The Board thanked Chief Warren for meeting with them this evening and he left the meeting at 7:56PM.

**PLANNING BOARD:** The Board acknowledged receipt of Planning Board meeting minutes of their meeting held on April 21, 2016 for their review and information.

**CALENDAR:** The following dates were noted: 05/10-Brown’s Academy Scholarship Meeting 7:00PM, Fire Training 7:00PM, 05/11-Bills Due 8:00AM, Fire Officers Meeting 7:00PM, 05/13-Grange Meeting 7:30PM, 05/15-Power of the Past Meeting, 05/17-EMS Training/Kingston Fire Station 7:00PM, 05/18-Bills & Bi-Weekly Timesheets Due 8:00AM, Cemetery Trustees Meeting 7:00PM, 05/19-Planning Board Meeting 7:00PM, 05/23-Selectmen’s Meeting 6:30PM.

Ms. Pettinato **MOTIONED** to adjourn this Selectmen’s Public meeting at 8:00PM. Mr. Dworman 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