
Others Attending: Tim Connell, Police Chief & Deborah Aubert, Administrative Assistant.

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

MINUTES: The Board reviewed the Selectmen’s Public Meeting Minutes dated 05/24/16.

Ms. Pettinato MOTIONED to approve the Selectmen’s Public Meeting Minutes dated 05/24/16 as presented.

Mr. Dworman commented he had an issue with these minutes as the Selectmen requested Selectmen’s Meeting minutes not be verbatim and he had listened to the audio recording of this meeting and was disturbed as these minutes seem to be one sided and they should be more balanced.

Ms. Hurteau replied she emailed these minutes as unapproved to Ms. Pettinato last week for her input and approval and did indicate to her she would have included more detail in order to be fair and accurate to both sides, but did not have the audio recorder to refresh her memory as Ms. Pettinato took it from the office two days after the last meeting and did not return it until tonight.

Ms. Pettinato stated she never received that email so Ms. Hurteau went to her computer and forwarded the message to her.

Ms. Pettinato reviewed the email message and confirmed it was sent to her last Wednesday and apologized she had possession of the audio recorder for so long. She added she wants the minutes to be straight, clean and drama free with subject matter and votes only.

It was determined Ms. Hurteau would edit the Selectmen’s Public Meeting minutes of May 24th and remove the discussion so a vote to approve them will be tabled until the next meeting.

CHECK REGISTERS/POLICE DETAILS: The Board reviewed the check register dated 05/25/16 – 06/03/16 in the amount of $408,058.59 and the police special detail list in the amount of $2,265.00 dated 05/18/16 – 05/31/16.

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

Ms. Pettinato MOTIONED to approve and sign the check register dated 05/25/16 – 06/03/16 as presented based upon Ms. Pettinato’s prior review. Chairman Poelaert seconded. Motion carried 3-0.

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

THANK YOU LETTERS: The Board reviewed a thank you letter to Linda Anason, 50 Depot Road, expressing their appreciation for allowing the Town to remove the fencing on her property thereby improving the sight distance at the intersection of Route 107 and Depot Road, as well as a thank you letter to Mark Brinkerhoff, Road Agent for removing the fencing and the recent shoulder work on Willow and Sanborn Roads.

Ms. Pettinato MOTIONED to approve and sign the thank you letters as described above as presented. Mr. Dworman seconded. Motion carried 3-0.

HOME OCCUPATIONS: The Board reviewed Home Occupation Permit renewals effective July 1, 2016 through June 30, 2017, noting they have paid their fees and there have been no changes since 2015 for the following:
The Board further acknowledged the following Invisible Businesses noting they have paid their fees and there have been no changes since 2015:

Lewis Bellows, Lew’s Appliance and Refrigeration Repair, 132 South Road, MBL #13-01-01
Joe Ortiz, Semper fi Fitness, 84 Sanborn Road, MBL #07-03-29
Reid Simpson, Reid’s Autobody, 35 Giles Road, MBL #16-02-09

Ms. Pettinato MOTIONED to approve the Home Occupation Permit Renewals as listed above as well as the Invisible Businesses effective July 1, 2016 through June 30, 2017, noting they have paid their fees and there have been no changes since 2015. Chairman Poelaert seconded. Motion carried 3-0.

TOWN TOUR: Ms. Hurteau asked if the Board wished to reschedule the Town Tour, which was formerly scheduled for May 9th. Following discussion, Ms. Pettinato stated she would meet with Dick Poelaert to discuss this and work out a date.

EMERGENCY EXIT LIGHTING: Ms. Hurteau provided the Board with copies of a quote received this date from Thompson Electric to provide and install 15 LED combination Exit and Emergency lights in the Fire Department and on the first and lower floor of the Town Offices building as required by the Department of Labor for the total price of $3,250 including labor and materials.

Ms. Pettinato questioned the need for bids according to the Town’s bid policy and Mr. Dworman researched the bid policy.

Ms. Hurteau mentioned Thompson Electric has been the Town’s electrician for many years, they have recently installed a new electrical panel in the Town Offices building and they know every building in Town.

Chairman Poelaert mentioned he knew an electrician that lives on Willow Road and another that does work for the Library that he would ask to provide bids.

Mr. Dworman suggested updating the bid policy in regard to Town service contractors.

Following discussion, it was determined Chairman Poelaert would acquire two more bids.

MASS. STATE TAX: At the last Selectmen’s meeting, Chairman Poelaert stated he wanted Ms. Hurteau to begin withholding Massachusetts State Income Tax from Town employees who reside in Massachusetts.

Following discussion, it was determined Ms. Hurteau would investigate this matter and it would be readdressed at the next meeting so she presented her findings of a cost of approximately $1,000 for the CPA to set it up and the results of her brief inquiries to bordering Towns to the Board.

Mr. Dworman stated he had one employee at his personal place of business who resided in Massachusetts and it took him 15 minutes to set it up, then there would be quarterly reporting and either a check could be sent or e-file could be used. He added he would come into the Selectmen’s Office to set this up or perhaps they could ask Adrianne Cook to assist.

ADMINISTRATIVE CLERK: The Board discussed hiring for the position of Administrative Clerk at the last meeting and it was determined at that time discussion on the subject would be tabled until tonight’s meeting.
Following a lengthy discussion of pros and cons on the matter, Mr. Dworman MOTIONED to proceed with the interview process for the position of Administrative Clerk. Ms. Pettinato seconded. Motion carried 2-1 with Chairman Poelaert casting the dissenting vote.

**ELECTRONIC SIGN:** Ms. Pettinato addressed the Electronic Signs Usage Policy she prepared for the Board’s review. Following discussion, it was determined the sign would be used for special occasions and emergency issues.

**RAILROAD DEPOT BUILDING:** Mr. Dworman pointed out the LCHIP 10-Year Stewardship Agreement in regard to the Railroad Depot building expired on March 7, 2016 and suggested the possibility of assembling a committee to determine the future of the property.

**COMPUTER POLICY:** Ms. Pettinato stated she was going to prepare a reminder of the Computer Use Policy for distribution.

**POLICE STATION:** Chairman Poelaert stated they need to address the situation with the heating system and air conditioning system at the Police Station as they currently have no air conditioning at all and suggested the possibility of purchasing window unit air conditioners until this can be resolved.

Police Chief Connell stated they had been OK so far in that regard, but they also had not yet experienced extreme hot weather so he can’t speak for the heat of the summer.

Discussion ensured regarding the status of the project and the possibility of re-bidding it.

Mr. Dworman stated they should repair the heating and air conditioning systems, if possible and he believes the window units would be a “band aid” solution.

Chief Connell asked if they should revisit the specifications provided by Key Heating & Air Conditioning and Chairman Poelaert replied the specs didn’t include a specific manufacturer.

Following further discussion, Mr. Dworman MOTIONED to approve the hiring of an engineer to provide definitive specifications for the heating/HVAC system at the Police Station at a cost of up to $1,500. Chairman Poelaert seconded. Motion carried 3-0.

Chief Connell asked if Key Heating & Air Conditioning didn’t already provide specs and if they could ask them to revisit them and specify a manufacturer as they did provide precise information other than a brand name.

Mr. Dworman replied they should get the details from Key Heating & Air Conditioning and obtain two or three other quotes before proceeding.

**TOWN HALL COMMITTEE:** Chairman Poelaert stated they needed to convene a Town Hall Committee to determine options for the future of the building.

Following discussion, the Board determined Dan Guilmette, Hank Lewandowski, Amy MacDonald and Sharon Marston plus a member of the Fire Department who will be recommended by Fire Chief Ed Warren will serve on the committee.

Ms. Hurteau stated she would have their appointments ready for signature at the next Selectmen’s Meeting.

Chairman Poelaert requested Ms. Hurteau assemble all information available in regard to the Town Hall and the number of times it was rented last year.

**NHDOT:** It was noted Bob Guiliano of the New Hampshire Department of Transportation will conduct an informational meeting in regard to the upcoming bridge repair on Route 107A on Wednesday, June 29, 2016 at the
Pound School, 41 Depot Road, East Kingston. The doors will open at 6:30PM and the presentation will begin at 7:00PM.

**PLANNING BOARD:** The Board acknowledged receipt of Planning Board meeting minutes of their meeting held on Thursday, May 19, 2016 for their review and information.

**CALENDAR:** The following dates were noted: 06/08-Bills Due 8:00AM, Fire Officers Meeting 7:00PM, 06/10- Grange Meeting 7:30PM, 06/11-Ride to End Alzheimer’s Bicycle Event, 06/13-Conservation Commission Meeting 5:00PM, 06/14-Fire Training, 06/15-Bills & Bi-Weekly Timesheets Due 8:00AM, Cemetery Trustee’s Meeting, 06/15-Planning Board Meeting 7:00PM, 06/19-Happy Father’s Day, 06/20-Selectmen’s Meeting 6:30PM.

**NONPUBLIC SESSION:** Mr. Dworman **MOTIONED** to go into a nonpublic session at 7:55PM under RSA 91-A-3, II: para. (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. The Board was polled and 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 June 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 8:10PM. Mr. Dworman seconded. Motion carried 3-0.

Mr. Dworman **MOTIONED** to adjourn this Selectmen’s Public meeting at 8:10PM. Ms. Pettinato seconded. Motion carried 3-0.

Respectfully submitted,

Cheryll A. Hurteau  
Town Office Manager

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