TOWN OF EAST KINGSTON, NH
SELECTMEN’S PUBLIC MEETING MINUTES
MONDAY, JULY 5, 2016


Others Attending: Karen King, Sharon Marston & Bill Gannon.

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

MINUTES: The Board reviewed the Selectmen’s Public & Non-Public Meeting Minutes dated 06/20/16.

Ms. Pettinato MOTIONED to approve the Selectmen’s Public & Non-Public Meeting Minutes dated 06/20/16 as presented. Chairman Poelaert seconded. Motion carried 3-0.

CHECK REGISTERS/POLICE DETAILS: The Board reviewed the check register dated 06/22/16 – 07/01/16 in the amount of $167,950.51 and the police special detail list in the amount of $1,600.00 dated 06/15/16 – 06/21/16.

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 06/22/16 – 07/01/16 as presented based upon Ms. Pettinato’s prior review. Mr. Dworman seconded. Motion carried 3-0.

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

APPOINTMENTS: The Board reviewed the following appointments effective July 5, 2016 through December 31, 2016:

Robert Nigrello, Town Hall Committee Member
Donald Ross, Town Hall Committee Member

Ms. Pettinato MOTIONED to approve and sign the appointments as stated above effective July 5, 2016 through December 31, 2016 as presented. Chairman Poelaert 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:

Timothy A. Bodwell, Bodwell’s Septic Service, LLC, 96 North Road, MBL#15-03-01
Lauryline Conant, Eyelash Extensions, 47 North Road, MBL#15-01-12
Christopher Crowley, Horse Kneads, 153 North Road, MBL#16-02-03
Heather Crowley, Willow Road Watercolors & The Circle Studio, LLC, 137 Willow Road, MBL#05-01-03
Norman Freeman, Jr., Freeman Logging, 52 Main Street, MBL#09-08-01
Norman Freeman, Sr., Freeman Family Custom Sawing, 52 Main Street, MBL#09-08-01
Matthew L. Gallant, Bob’s Septic Service, 120 Sanborn Road, MBL#07-03-07
Belinda D. Gindlesperger, Diann’s Pampered Pooch, 136 Burnt Swamp Road, MBL#11-03-01
Mark V. & Diane M. LaPorte, MV LaPorte Construction, 73 Main Street, MBL#14-02-04
Lisa McCarthy, Compass Point Quilts, 59 Sanborn Road, MBL#08-02-27
Keith B. Moore, Atlantis Pool & Construction Company, 11 Ashlie Road, MBL#11-02-35
Joseph Oliveira, Bucovina Cuisines, 168 North Road, MBL#16-03-05
Peter Ridabock, Ridabock Glass, 65 Depot Road, MBL#09-04-08
Eric Varney, Seacoast Biker Gear, 58 North Road, MBL#15-03-08
The Board further acknowledged the following Invisible Businesses noting they have paid their fees and there have been no changes since 2015:

Robert E. Bagshaw, Berco, Inc., 77 South Road, MBL#13-03-12
Alan Mazor, FF Mech-Welding, LLC, 137 Haverhill Road, MBL#10-06-07
Diana L. Whitmore, Diana’s Country Dog Inn, 108 Depot Road, MBL#04-02-11

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. Mr. Dworman seconded. Motion carried 3-0.

The Board also acknowledged the following Invisible Business noting it had ceased operation on 9/1/15:

Charles Fowler, LiveFit LLC, 9 Pine Woods Road, MBL#12-03-12

MEETING SCHEDULE: The Board discussed the upcoming schedule of Selectmen’s Meetings and determined the meeting scheduled for Monday, August 1, 2016 will be rescheduled for Monday, August 8th and the meeting scheduled for Monday, August 15, 2016 will be rescheduled for Monday, August 22nd. The Board will then next meet on Monday, September 12th for their annual Department Head Meeting.

TOWN HALL COMMITTEE: Sharon Marston met with the Board at 6:50PM and Ms. Pettinato explained she was here this evening to discuss the scope of the Town Hall Committee.

Chairman Poelaert explained that Ms. Hurteau researched the files for information pertaining to the Town Hall and there was little information available. He added John True and the Town’s Building Inspector, John Moreau are going to attempt to come up with a scope of the work needed to bring the Town Hall into ADA compliance.

Chairman Poelaert stated the Town Hall Committee members will submit a report to the Selectmen from both members pro to preserving the building and members con to preserving the building and present their findings to the voters in March, adding the Town Hall is currently only used for Grange Meetings between April and November and occasional rentals two or three times a year.

Mr. Dworman pointed out the Town spent between $5,000 and $6,000 for heat and maintenance of the building last year, adding if the committee finds the building can be used then great and if they find otherwise, they will go another way.

Chairman Poelaert suggested the committee meet during the next couple of weeks and Ms. Marston replied although it is now prime vacation time, she will send out an email to members and try to schedule a meeting. Ms. Hurteau promised to provide Ms. Marston with all email addresses she has on hand.

Mr. Dworman suggested the committee provide the Board with an outline of what is needed and decide on a “wrap-up” date.

The Board thanked Ms. Marston for meeting with them and she left the meeting at 6:43PM.

NH RETIREMENT SYSTEM: The Board acknowledged receipt of the results of a recent compliance audit conducted by the New Hampshire Retirement System.

It was noted that enrollment and remittance procedures during these periods were in compliance with NHRS requirements and the only outstanding item is the completion and submission of the Attestation form from the Town Clerk/Tax Collector.
DEPT. OF LABOR: Ms. Hurteau asked for an update on the status of obtaining additional bids to install emergency exit lighting for the Town Offices and Fire Station as mandated by the Department of Labor as the 60 day extension granted expires on August 17, 2016 for the installation of emergency exit lighting and 15 minute eyewash stations for the Library, Fire Department, Police Station and Town Offices Building.

Ms. Pettinato reported she left two messages for Inspector Schofield and has received no response.

Chairman Poelaert provided a business card for Councilman Electric, Inc. to be provided to Fire Chief Warren so he can arrange to meet with him to go over specifications to solicit a bid.

Mr. Dworman mentioned they should consider granting contracts for certain types of work at budget time as in plumbing, electrical, etc.

POUND SCHOOL: Ms. Pettinato stated having the Pound School building power washed is in the works.

NONPUBLIC SESSION: Chairman Poelaert MOTIONED to go into a nonpublic session at 7:00PM 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 July 5, 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 7:08PM. Ms. Pettinato seconded. Motion carried 3-0.

DEPT. OF TRANSPORTATION: Chairman Poelaert reported he attended the public informational meeting held at the Pound School on Wednesday, June 29th in regard to upcoming bridge repair work on Route 107A and there were approximately 10 residents in attendance. He added the work will be done next year in July and August and it is a $1,000,000 project to include a new deck and guard rails.

Chairman Poelaert stated they will close the road for 21 days while the project is underway and work six days a week.

CLARK & RODAM ROADS: Chairman Poelaert stated there is $19,500 remaining in the bond for Clark & Rodam Roads and the Road Agent has a quote for $29,000 to cover the top coating of both.

Following discussion, it was determined once the Town has received a commitment from the Department of Transportation to waive the need for the deceleration lane, they will look to Town Counsel for further guidance in order to attain Town acceptance of these roads.

ROAD AGENT: It was noted that as an experiment crack sealer was applied to Sanborn Road, Pheasant Run and Forest Drive at a cost of $18,000 and they will look to see what savings will be realized in the long run.

POLICE DEPT.: Chairman Poelaert stated they must nail down what they are going to do about the heating/HVAC systems at the Police Department and contractors don’t want to waste their time on estimates then not get the job so he recommends they go to brand new systems.

Mr. Dworman suggested finding an HVAC engineer to put together the specs adding the architect and developer put a spec together and should be able to provide a ballpark price for a quote.

FLAG: Chairman Poelaert stated Hank Lewandowski asked it be noted in the minutes that the flag at the Fire Station was not flown at half-staff this past Memorial Day.
**MA STATE INCOME TAX:** Chairman Poelaert asked Mr. Dworman where he was at in regard to setting up a Massachusetts State Income Tax deduction for an employee of the Police Department. Mr. Dworman replied he will come into the Selectmen’s Office to get it set up.

**TRUSTEES OF THE TRUST FUNDS:** The Board acknowledged receipt of Trustees of the Trust Fund meeting minutes of their meetings held on March 14, 2016 and March 24, 2016 for their review and information.

**CALENDAR:** The following dates were noted: 07/06-Bills Due 8:00AM, 07/08-Grange Meeting 7:30PM, 07/09-Granite State Quest/A Ride to Conquer Cancer 7:30PM, 07/11-Conservation Commission 5:00PM, 07/12-Fire Training, 07/13-Bills & Bi-Weekly Timesheets Due 8:00AM, Fire Officer’s Meeting, 07/14-Friends of the Library Meeting 7:00PM, 07/18-Selectmen’s Meeting 6:30PM.

Ms. Pettinato **MOTIONED** to adjourn this Selectmen’s Public meeting at 7:30PM. Chairman Poelaert 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