TOWN OF EAST KINGSTON, NH
SELECTMEN’S PUBLIC MEETING MINUTES
TUESDAY, OCTOBER 11, 2016

6:45PM – Trustees of the Trust Funds – Proposed 2017 Budget
7:00PM – Planning Board/Board of Adjustment - Proposed 2017 Budgets
7:15PM – Road Agent - Proposed 2017 Budget
7:30PM – East Kingston Public Library - Proposed 2017 Budget


Others Attending: Ted Lloyd, Albert Dittman, Joe Cacciatore, Mark Brinkerhoff, Sarah Courchesne, Conrad Moses & Tracy Waldron.

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 09/26/16.

Chairman Poelaert MOTIONED to approve the Selectmen’s Public & Non-Public Meeting Minutes dated 09/26/16 as presented. Ms. Pettinato seconded. Motion carried 3-0.

CHECK REGISTERS/POLICE DETAILS: The Board reviewed the check register dated 09/28/16 – 10/07/16 in the amount of $535,069.80 and the police special detail list in the amount of $950.00 dated 09/23/16 – 10/03/16.

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

The Selectmen tabled this item at this time.

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

DRAGON MOSQUITO: The Board reviewed a 2017 contract from Dragon Mosquito Control, Inc. covering a Permit Application ($0), Surveillance ($5,000 per season July to mid-October) and Emergency Adulticiding ($4,000 per season August into October) for a total of $9,000.

It was noted there was no increase from the 2016 contract.

Ms. Pettinato MOTIONED to approve and sign the 2017 contract from Dragon Mosquito Control, Inc. as stated above for the total amount of $9,000 as presented. Mr. Dworman seconded. Motion carried 3-0.

GENERAL ELECTION WARRANT: The Board reviewed a warrant for the General Election in accordance with RSA 658:1, which must be posted no later than October 25, 2016 and notifies residents of the Town of East Kingston of the polling place for the General Election to be held on Tuesday, November 8, 2016 at the East Kingston Elementary School, 5 Andrews Lane, East Kingston, NH between the hours of 8:00AM and 7:00PM.

Ms. Pettinato MOTIONED to approve and sign the warrant for the General Election as stated above as presented. Mr. Dworman seconded. Motion carried 3-0.

FAIRPOINT: The Board acknowledged receipt of correspondence dated September 21, 2016 from Avitar Associates of New England, Inc. in regard to the resolution of FairPoint tax appeals for 2011 through 2015 and their letter of response to authorize Gary Roberge, Sr. Assessor and CEO of Avitar to accept and sign on their behalf the settlement offer regarding the updated conduit data, the new methodology and the Public Right of Way to resolve the appeals.
The Board also acknowledged receipt of correspondence dated October 5, 2016 from Town Counsel recommending the Board “follow Mr. Roberge’s lead.”

Based upon the recommendations of both Mr. Roberge and Town Counsel, Ms. Pettinato **MOTIONED** to sign the letter of response to authorize Gary Roberge, Sr. Assessor and CEO of Avitar to accept and sign on their behalf the settlement offer regarding the updated conduit data, the new methodology and the Public Right of Way to resolve the appeals. Chairman Poelaert seconded. Motion carried 3-0.

**DEPT. OF LABOR:** The Board acknowledged receipt of a Safety Inspection Report dated September 28, 2016 from the Department of Labor stating the following: “Safety policy shall be updated to include workplace violence. There is a higher potential for violence in a Town Hall setting. Employees should not be working alone.”

Inspector M. Schofield states the inspection is open for 60 days and will be re-inspected on November 28, 2016. Ms. Hurteau offered the Board members the updated Safety Policy for their approval and signature.

Mr. Dworman **MOTIONED** to approve and sign the updated Safety Policy with the update that includes workplace violence. Chairman Poelaert seconded. Motion carried 3-0.

It was noted that compliance with the Department of Labor’s Safety Inspection Report of April 20, 2016 was met by their deadline with the final item of illuminated emergency exit signs having been installed on September 22, 2016 and Inspector Schofield of the Department of Labor performed her final inspection and confirmed the Town’s compliance on September 28th.

**TAX RATE:** Ms. Hurteau informed the Board that DRA confirmed the Town is ready to set the 2016 tax rate and requested they settle on a date to do so. Following discussion, it was determined the Board will meet this coming Friday at 8:15AM.

**WHITE GOODS PICK-UP:** Chairman Poelaert noted the price for residents to purchase stickers for the annual White Goods/Electronics Waste pick-up is $15 and asked if that price works.

Mr. Dworman replied the price was already implemented and he suggests sticking with it, noting this information should be posted on the electronic sign next year.

**NEWSLETTER:** Mr. Dworman asked Ms. Pettinato if there was still a plan to produce a paper East Kingston Newsletter and she responded she has it on the agenda for this fall as she already has residents interested in participating in the production.

**POUND SCHOOL:** Chairman Poelaert noted the Pound School was power washed and asked Ms. Pettinato if she was satisfied with the results. Ms. Pettinato replied she thought it looked much better.

Ted Lloyd and Albert Dittman arrived at the meeting.

Mr. Lloyd expressed concern over the “hasty” rejection of the Board some time ago of the request of the Trustees of the Trust Funds to conduct their meetings in the Selectmen’s Office to accommodate Mr. Dittman’s need for handicap accessibility where they store their files downstairs in the Town Offices Building.

Following discussion, Chairman Poelaert stated the Board will look into widening the door at the Pound School, making the restroom handicap accessible and moving the files of the Trustees of the Trust Fund into the building.

Chairman Poelaert and Mr. Dittman agreed to meet at the Pound School to agree on what is needed and Ms. Pettinato added she would contact both Mr. Lloyd and Mr. Dittman with more details.

**TRUSTEES OF THE TRUST FUNDS:** Mr. Ted Lloyd and Mr. Dittman presented the 2017 proposed budget for the Trustees of the Trust Funds.
The Board acknowledged the 2016 Trustees of the Trust Funds budget was at $1,054, and the proposed budget is at $1,163, reflecting an increase of $109 for 2017.

Mr. Lloyd noted the increase is due to the passage of Warrant Article #10 in 2016 where the voters approved an increase in salary for the Bookkeeper of the Trust Funds from $700 per year to $800 per year (plus actual expenses and the corresponding increase in FICA and Medicare taxes).

Mr. Dworman asked if the Trustees of the Trust Fund had plans to change investment advisors and Mr. Lloyd replied the company is now called Bearing Point Wealth Advisors following reorganization and they do not plan to make a change as overall for the past year they came out 1/10th to a full point ahead.

Mr. Dworman MOTIONED to approve the 2017 proposed Trustees of the Trust Funds budget in the total amount of $1,163. Chairman Poelaert seconded. Motion carried 3-0.

Mr. Lloyd left the meeting at 7:05PM.

PLANNING BOARD: Mr. Joe Cacciatore presented the 2017 proposed budget for the Planning Board at 7:05PM.

The Board acknowledged the 2016 Planning Board budget was at $25,094 and the 2017 proposed budget is at $26,094, representing an increase of $1,000.

Mr. Cacciatore explained the Planning Board’s budget was flat lined with the exception of the addition of $1,000 to the line item for advertising, postage, supplies and training as Mr. Cacciatore predicts a possible increase in expenses for 2017 due to upcoming work on the Master Plan and because Rockingham Planning Commission wants to get involved in a couple of programs to study Sandown and the Merrimac River. He added if the funds are not used, they will be returned to the Town.

Chairman Poelaert MOTIONED to approve the 2017 budget for the Planning Board in the total amount of $26,094, as presented. Mr. Dworman seconded. Motion carried 3-0.

ZBA: Mr. John Daly, Esq. asked Ms. Hurteau to present the 2017 proposed budget for the Zoning Board of Adjustment.

The Board acknowledged the 2016 Zoning Board of Adjustment budget was at $1,365 and the 2017 proposed budget is at $1,500, representing an increase of $135.

Ms. Hurteau explained the line item for Salary decreased the hours from 60 hours per year to 50 and the line item for Miscellaneous Expenses was increased by $312.

Mr. Dworman MOTIONED to approve the 2017 budget for the Zoning Board of Adjustment in the total amount of $1,500, as presented. Chairman Poelaert seconded. Motion carried 3-0.

As the meeting was running ahead of time and Mark Brinkerhoff had not yet arrived to present his budget for the Road Agent, the Board asked Sarah Courchesne if the Library Trustees would like to present their budget.

Mark Brinkerhoff arrived and it was agreed the Library Trustees would present their budget first.

LIBRARY: Sarah Courchesne met with the Board at 7:10PM to present the 2017 proposed budget for the East Kingston Public Library.

The Board acknowledged the 2016 East Kingston Public Library was at $199,519, and the 2017 proposed budget is at $210,777, representing an increase of $11,258.
Ms. Courchesne stated increases were made to media, library services and staff salaries and wages. She added that last year they had no pages working and they have now hired younger entry level pages.

Ms. Courchesne further discussed salary increases for library aides, the assistant library director and the library director and their reasons for supporting these increases for an increase in the bottom line of their budget for 2017.

Mr. Dworman noted an increase of $14,000 for the total part-time staff and Ms. Courchesne clarified that line item went from $32,577 to $43,140.

Ms. Courchesne requested corrections to the line items for the part-time staff and Ms. Hurteau agreed the corrections would add more clarity and would see it was taken care of.

Ms. Courchesne stated there should be a decrease in electrical costs since the addition of the solar panels and then clarified questions in regard to the possibility of a default budget.

Mr. Dworman asked if overall the library budget increases should be less than 3% and Ms. Courchesne clarified the 2016 budget was at $210,519 and 2017 will be $221,777 or approximately 5%.

Chairman Poelaert stated the library is a separate entity unto themselves adding they have a pretty good staff who makes it a pleasant experience.

Mr. Dworman MOTIONED to approve the 2017 budget for the East Kingston Public Library in the total amount of $221,777. Chairman Poelaert seconded. Motion carried 3-0.

Sarah Courchesne, Conrad Moses and Tracy Waldron left the meeting at 7:23PM.

ROAD AGENT: Mr. Mark Brinkerhoff met with the Board at 7:23PM to present the 2017 proposed budget for the Road Agent._

The Board acknowledged the 2016 Road Agent budget was at $454,110, and the 2017 proposed budget is at $458,379 representing an increase of $4,269.

Mr. Brinkerhoff explained the increase was due to an increase in the Highway Block Grant (which is returned to the Town in the form of revenue from the State of NH) and the rest of the budget was flat lined.

Mr. Dworman questioned the line item for Town Engineer and Ms. Hurteau explained $10,000 was budgeted for the Director of Highway Operations in 2016 and for 2017 it was moved to the Town Engineer expense.

Mr. Brinkerhoff stated he is OK with the budget as far as snowplowing for the end of this year. He added residents of Joslin Road have approached him with concerns of sliding hazards on the hill.

Chairman Poelaert asked about the crack sealing used this year and Mr. Brinkerhoff replied in theory it keeps water out and you want to preserve roads by filling the cracks.

Mr. Dworman asked if he recommended crack sealing each year and Mr. Brinkerhoff responded there are different kinds of cracks and you can top coat over them adding he would like to pave one more small road this year while leaving enough money, maybe $40,000 to plow snow until year end.

Chairman Poelaert stated Mr. Brinkerhoff can put in a warrant article for just paving. Mr. Brinkerhoff replied some residents don’t want new paving because people drive faster on it and he advocates overlaying and when it gets “alligated,” it must be repaved.

Chairman Poelaert MOTIONED to approve the 2017 budget for the Road Agent in the total amount of $458,379, as presented. Mr. Dworman seconded. Motion carried 3-0.
Mr. Brinkerhoff left the meeting at 7:35PM.

**POLICE DEPT.**: Chairman Poelaert stated he keeps calling the man that was to submit a quote for the heating system work at the Police Station, but hasn’t heard back and must hear from him.

Mr. Dworman replied he thought they were all set with that two months ago and he will call him tomorrow as this is very frustrating.

**SAFE DEPOSIT BOX**: Chairman Poelaert stated he checked with TD Bank North in Dover and they can lease a safe deposit box to store Town history books for $240 a year.

Mr. Dworman replied they could look into purchasing a fireproof safe for approximately the same price as paying to have one book preserved.

Ms. Pettinato agreed to look into pricing fireproof safes.

**VOTING BOOTHES**: Chairman Poelaert asked if the Town should purchase four more voting booths. He added the ones he is looking at are a private design and the person selling them has 31 left.

Mr. Dworman replied the Town has 12 and needs 15 voting booths, adding the privacy screens count, as well.

Ms. Pettinato pointed out you need one booth for every 150 registered voters.

Ms. Hurteau was asked to provide the number of registered voters on the voter checklist and confirmed the latest count was 1,725.

Mr. Dworman **MOTIONED** to purchase four additional voting booths plus additional parts. Ms. Pettinato seconded. Motion carried 3-0.

**POUND SCHOOL**: Chairman Poelaert stated he met with Ed LeClair and requested he provide them with a price to install a larger door and to provide handicap access to the bathroom at the Pound School.

Mr. Dworman replied they will need to acquire two other quotes for the job before awarding it.

Chairman Poelaert stated he would have Doug Barker come up with a plan for the plumbing and timewise the project will likely be performed next year.

**NONPUBLIC SESSION**: Ms. Pettinato **MOTIONED** to go into a nonpublic session at 7:50PM 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 October 11, 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 8:35PM. Mr. Dworman seconded. Motion carried 3-0.

**TRUSTEES OF THE TRUST FUNDS**: The Board acknowledged receipt of minutes of the April 27, 2016 Trustees of the Trust Funds meeting for their review and information.
**CALENDAR:** The following dates were noted: 10/12-Bills Due 8:00AM, Fire Officers Meeting 7:00PM, 10/13-Friends of the Library Meeting 7:00PM, 10/14-Grange Meeting 7:30PM, 10/15-Household Hazardous Waste Collection/Exeter DPW 8:00AM–1:00PM, 10/16-Power of the Past Meeting, 10/17-Special White Goods & Electronics Pick-up/Curbside 7:00AM, 10/18-EMS Training/Kingston Fire Station 7:00PM, 10/19- Bills & Bi-Weekly Timesheets Due 8:00AM, Cemetery Trustee’s Meeting 7:00PM, Solid Waste & Recycling Committee Meeting 7:00PM, 10/20-Planning Board Meeting 7:00PM, 10/24-Selectmen’s Meeting 6:30PM.

Chairman Poelaert **MOTIONED** to adjourn this Selectmen’s Public meeting at 8:40PM. 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