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 10/11/16.

Mr. Dworman **MOTIONED** to approve the Selectmen’s Public Meeting Minutes dated 10/11/16 as presented. Chairman Poelaert seconded. Motion carried 3-0.

Chairman Poelaert **MOTIONED** to approve the Selectmen’s Non-Public Meeting Minutes dated 10/11/16 as presented. Ms. Pettinato seconded. Motion carried 3-0.

**CHECK REGISTERS/POLICE DETAILS:** The Board reviewed the check register dated 10/12/16 – 10/21/16 in the amount of $46,694.07 and the police special detail list in the amount of $2,600.00 dated 10/04/16 – 10/15/16.

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 10/12/16 – 10/21/16 in the amount of $46,694.07. 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.

**TAX COLLECTOR'S WARRANT:** The Board reviewed a Tax Collector’s Warrant for Property Tax Levy for the second billing of 2016 directing the Tax Collector to collect property taxes amounting to the sum of $3,806,871 with interest at twelve (12%) percent per annum from December 1, 2016 thereafter, on all sums not paid on or before that day.

Ms. Pettinato **MOTIONED** to sign the Tax Collector’s Warrant for Property Tax Levy for the second billing of 2016 as stated above as presented. Chairman Poelaert seconded. Motion carried 3-0.

**WREATHS OF REMEMBRANCE:** The Board acknowledged receipt of a request from Gerry Tilley seeking permission from both the Board of Selectmen and the Trustees of the Cemetery to organize the Wreath of Remembrance Ceremony again this year to take place at the Veterans’ Memorial Stone located in front of the East Kingston Public Library on Saturday, December 17, 2016 at 12:00PM and to lay sponsored wreaths from Wreaths Across American on the gravesites of the veterans buried in East Kingston’s cemeteries between December 12, 2016 and December 17, 2016 with removal shortly after April 15, 2017.

It was noted the Trustees of the Cemetery granted their approval on October 18, 2016.
Ms. Pettinato MOTIONED to grant permission to Gerry Tilley to organize the Wreath of Remembrance Ceremony to take place at the Veterans’ Memorial Stone located in front of the East Kingston Public Library on Saturday, December 17, 2016 at 12:00PM and to lay sponsored wreaths from Wreaths Across American on the gravesites of the veterans buried in East Kingston’s cemeteries between December 12, 2016 and December 17, 2016 with removal shortly after April 15, 2017. Chairman Poelaert seconded. Motion carried 3-0.

**BIDS—MAINTENANCE OF GROUNDS/PROPERTIES:** At 6:30PM, the Selectmen opened the sealed bids received for the Maintenance of Grounds/Properties for the 2017-2018 2-year contract as follows:

- **Great Cove Landscaping** - $19,650 X 2 years = $39,300 / Additional work = $45 per hour
- **NW Lawn Maintenance** - $19,725 X 2 years = $39,450 / Additional work = No rate provided
- **SumnerScape** - $20,550 X 2 years = $41,100 / Additional work = $45 per hour

Mr. Dworman MOTIONED to award the 2017-2018 2-year contract for the Maintenance of Grounds/Properties to Great Cove Landscaping for the total amount of $39,300 for two years with additional work at the rate of $45 per hour. Chairman Poelaert seconded. Motion carried 3-0.

**TAX RATE:** It was noted the 2016 Tax Rate is $24.79 per thousand with a breakdown as follows: County = $1.06, Town = $6.29, Cooperative School District = $9.97 and East Kingston School District = $7.47.

**HOUSEHOLD HAZARDOUS WASTE:** The Board acknowledged receipt of email correspondence dated October 19, 2016 from Cliff Sinnott of Rockingham Planning Commission thanking the volunteers of the recent Household Hazardous Waste Collection held on Saturday, October 15th at the Exeter DPW.

It was noted 449 cars were surveyed and $2,139.50 in contributions were collected to offset the cost of the collection, both setting new records for the annual collection.

Correspondence dated October 20, 2016 was also received from Russ Dean, Town Manager of Exeter congratulating Cliff Sinnott on overseeing a great event and thanking the volunteers for their assistance.

**BTLA:** The Board reviewed correspondence and recommendations from legal counsel assigned to Docket No. 28221-15PT.

Following discussion, the Board determined they support the recommendation of legal counsel to delay settlement on this case and for legal counsel to file a simple motion to put the case on hold until everyone has a better understanding of the legal landscapes underlying these cases while they await clarity from the Supreme Court.

**KOFILE TECHNOLOGIES:** The Board acknowledged receipt of correspondence dated October 21, 2016 from Kofile Technologies as well as a quote to preserve original Town of East Kingston record books dating back to the 1730’s.

**RECREATION COMMITTEE:** Mr. Bryan Wall asked Ms. Hurteau to present the 2017 proposed budget for the Recreation Committee.

The Board acknowledged the 2016 Recreation Committee budget was at $12,500 and the 2017 proposed budget is at $12,500, representing an increase of $0.

Mr. Dworman MOTIONED to approve the 2017 budget for the Recreation Committee in the total amount of $12,500, as presented. Ms. Pettinato seconded. Motion carried 3-0.

Police Chief Tim Connell, Corporal Craig Charest and Officer Garrett Almstrom arrived at the meeting at 6:47PM.
NONPUBLIC SESSION: Chairman Poelaert MOTIONED to go into a nonpublic session at 6:47PM under RSA 91-A-3, II: para (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the public body or any subdivision thereof, or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph. 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 24, 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 6:55PM. Mr. Dworman seconded. Motion carried 3-0.

POLICE DEPT.: Police Chief Tim Connell and Corporal Craig Charest presented the 2017 proposed budget for the Police Department.

The Board acknowledged the 2016 Police Department budget was at $738,813, and the proposed budget is at $772,467, reflecting an increase of $33,654 for 2017.

Chief Connell presented the Board members with a report of budget changes, which outlined notable line item increases and decreases.

Ms. Pettinato noted an increase in training hours and Chief Connell explained it included two hours per month of mandatory firearms training and an increase in yearly training hours to 80 hours per officer.

Mr. Dworman stated the Police Department budget is the highest in Town, they are requesting a 4.7% increase and it must be trimmed. He added he sees 3% pay raises across the board and there should be step increases based upon performance and experience.

Chief Connell replied his is a big advocate of wages, grades and steps, but he used 3% across the board to accommodate increases.

Ms. Pettinato asked why the cost of New Hampshire Retirement is so massive and Chief Connell responded there was a rise in the employer portion for 2017-2018 from 26.38% to 29.43%.

Ms. Hurteau added that full-time police officers (Group II) receive a larger percentage of NH Retirement because they do not pay into social security and will not be eligible for social security benefits.

Chairman Poelaert asked if they should have three officers work overtime or hire another full-time officer and maybe they should put a dollar value on it. Chief Connell replied he has a few people interested in working part-time and may find a retiree to work 32 hours a week.

Mr. Dworman stated the full-time salaries are OK, NH Retirement is what it is and the total increase in salaries, payroll taxes and benefits is under $2,000. He asked if the part-time officer training that is up almost $8,000 can be trimmed.

Chief Connell replied it is based on an average overtime rate and officers best perform when well trained. He added they require training and the proper equipment and most of the equipment are one time purchases that can be replaced when their usable lifespan is exhausted through the existing long term equipment replacement capital reserve fund.
Chief Connell stated these are basic pieces of equipment crucial for safety and should be in the trunk of every cruiser or inventory.

Chief Connell stated he will try to obtain as much equipment as possible from the 2016 budget adding he is frugal with agency money. He added his heat expense went from $5,700 to $9,000, but he hopes to save money with utilities.

Mr. Dworman stated the Board will table vote on the Police Department budget for now and request the Chief tries to trim where he can and return at the next meeting.

Chief Connell replied, sure.

Mr. Dworman MOTIONED to table the Police Department until the next Selectmen’s Meeting. Ms. Pettinato seconded. Motion carried 3-0.

Chief Connell offered to do a 6-month projection on part-time and full-time employees.

Chairman Poelaert asked Corporal Charest how long officers can work before becoming exhausted and he replied it is hard to say, but they work 10-hour shifts and that is a long day adding the younger officers may be able to better handle increased overtime.

FIRE DEPT.: The Board reviewed correspondence to the Epping Board of Selectmen respectfully requesting reimbursement for ambulance charges for the transport and mileage associated with a member of the East Kingston Fire Department.

Ms. Pettinato MOTIONED to sign the correspondence to the Epping Board of Selectmen as described above. Chairman Poelaert seconded. Motion carried 3-0.

Chief Connell, Corporal Charest and Officer Almstrom thanked the Board and left the meeting at 7:18PM.

CONSERVATION COMMISSION: At 7:18PM, Mr. Dennis Quintal presented the 2017 proposed budget for the Conservation Commission.

The Board acknowledged the 2016 Conservation Commission budget was at $291,194 and the 2017 proposed budget is at $279,832, representing a decrease of $11,362.

Mr. Quintal stated their budget (outside of bond payments for Conservation Easements) is the same as last year at $6,000.

Mr. Quintal continued milfoil treatments are handled by the Powwow Pond Council and we sit back and pay for a portion of the invoice from an independent treatment company. He added in the past we did not use treatment as such a large portion of the water is in Kingston, but contaminants come down from Kingston, so we decided to pay for some of the costs for residents of East Kingston.

Mr. Quintal stated treatments were performed in late June and tested in August and revealed a tremendous amount of growth and as a result, the Powwow Pond Council wants to treat more for 2017. He added they did another treatment in September, but they have no results from those tests, to date.

Mr. Quintal explained they do not use divers and suction to pull the milfoil as they did in the past as the pieces break off so the treatment is mostly ineffective.

Mr. Quintal kept the same amount in the budget for the milfoil treatments and will try treating a smaller area and if this does not work, they will look at treating a larger area. He added he does not go out on the pond on a regular basis, but Scott Urwick lives there and may have seen the results of treatment first hand.
Mr. Dworman MOTIONED to approve the 2017 budget for the Conservation Commission in the total amount of $279,832, as presented. Chairman Poelaert seconded. Motion carried 3-0.

Mr. Quintal stated he had forwarded a draft copy of a request for proposal to the Board some time ago to stabilize the bank erosion of the Powwow River as a result of active use of swimming there on land owned by the Town of East Kingston (known as the Railroad Lot).

Mr. Quintal continued if this is something the Selectmen would like him to pursue, he can get an engineering company to do a draft design, then come up with a cost and maybe do a warrant article for the voters. He asked if this draft copy of the RFP is OK with them or if they want any changes as he wants them to review and approve it before sending it out.

Ms. Pettinato MOTIONED to approve the RFP for the Railroad Lot, Bank Stabilization of the Powwow River Project as written. Chairman Poelaert seconded. Motion carried 3-0.

NONPUBLIC SESSION: Chairman Poelaert MOTIONED to go into a nonpublic session at 7:30PM under RSA 91-A-3, II: para (c) Matters, which if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. 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 24, 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 7:35PM. Mr. Dworman seconded. Motion carried 3-0.

Jeremy Lougee arrived at the meeting at 7:35PM.

ANIMAL CONTROL/HEALTH/WELFARE: The Board acknowledged the 2016 Animal Control/Health/Welfare budget was at $36,747 and the 2017 proposed budget is at $36,413, representing a decrease of $334.

Ms. Hurteau noted a $1,000 decrease in Social Services Funding requests.

Mr. Dworman MOTIONED to approve the 2017 Animal Control/Health/Welfare budget for the total amount of $36,413 as presented. Ms. Pettinato seconded. Motion carried 3-0.

PATRIOTIC/HISTORICAL COMMITTEE: The Board acknowledged the 2016 Patriotic/Historical Committee budget was at $1,000 and the proposed 2017 budget is at $1,000, representing an increase of $0.

Mr. Dworman MOTIONED to approve the 2017 Patriotic/Historical Committee budget for the total amount of $1,000 as presented. Ms. Pettinato seconded. Motion carried 3-0.

SOUTHEAST LAND TRUST: The Board met with Jeremy Lougee of the Southeast Land Trust of New Hampshire and Dennis Quintal, Conservation Commission Chairman at 8:00PM.

Mr. Lougee explained this is his third and final visit to meet with the Selectmen in regard to the pending Conservation Easement for the Monahan Farm, adding they look to close in November and have had additional funds raised for the project through the Southeast Land Trust and LCHIP funds.

Mr. Lougee continued the owners are to make a bargain sale and Bart Mayer (Town Counsel) has OK’d the deed as it is for now and if the NCRS makes changes and they may do that, it will be sent to Bart Mayer for his final approval.
Mr. Lougee stated he seeks a formal vote by the Selectmen to accept a Secondary Executory Interest in the Walker et al (Monahan Farm) Conservation Easement and to authorize Richard S. Poelaert to sign the conservation easement and baseline report documents on behalf of the Town.

Ms. Pettinato MOTIONED the Town of East Kingston’s Board of Selectmen hereby accepts a Secondary Executory Interest in the Walker et al (Monahan Farm) Conservation Easement. The Board of Selectmen further authorizes Richard S. Poelaert to sign the conservation easement and baseline report documents on behalf of the Town. Mr. Dworman seconded. Motion carried 3-0.

Mr. Quintal explained they will look for checks at some point from the Conservation Fund and Conservation Easement Account that contains excess money not used by Larry Smith for a prior Conservation Easement when costs were less than expected.

Ms. Hurteau replied she could prepare the checks when the time comes and would have to ask the Treasurer to sign them.

Mr. Dworman asked how much money is left from the $4,000,000 Conservation Commission bond and Mr. Quintal replied maybe $200,000+ is left that can be used and it is his hope others will step forward to conserve more land in East Kingston.

The Board thanked Mr. Lougee and Mr. Dworman for meeting with them and they left the meeting at 7:45PM.

SELECTMEN’S OFFICE: The Board acknowledged the 2016 Selectmen’s budget was at $108,501 and the 2017 proposed budget is at $110,032, representing an increase of $1,531.

Ms. Hurteau explained that increases and decreases were based upon actual 2016 expenses, 3% pay increases for the Town Office Manager, Administrative Assistant and Custodian, a decrease of $1,000 for engineering fees, a decrease of $200 for equipment rental, a decrease of $500 for telephone, an increase of $1,000 for printing/publishing, an increase of $200 for general/custodial supplies, a decrease of $200 for postage, an increase of $100 for employee expenses and an increase of $300 for miscellaneous expenses.

Mr. Dworman noted the bottom line is up approximately 1%.

Ms. Pettinato stated that next year she looks to implement performance reviews and merit raises instead of 3% across the Board as these raises are not the norm and must change at some point and Chairman Poelaert noted the 3% raises just fell out of the air in past years.

Mr. Dworman noted Social Security benefits were up 0.3% from last year and the percentage varies by year as a result of inflation.

Mr. Dworman MOTIONED to approve the 2016 Selectmen’s Office budget for the total amount of $110,132 as presented. Ms. Pettinato seconded. Motion carried 3-0.

TOWN ELECTIONS: The Board acknowledged the 2016 Town Election budget was at $11,007 and the 2017 proposed budget is at $11,037, representing a decrease of $37.

Mr. Dworman MOTIONED to approve the 2017 Town Election budget for the total amount of $11,037 as presented. Ms. Pettinato seconded. Motion carried 3-0.

It was noted both the Selectmen’s budget and Town Elections budget are listed together as they both fall under account #4130 and the total for both budgets is $121,069.

NON-TOWN ELECTIONS: The Board acknowledged the 2016 Non-Town Election budget was at $13,824 and the 2017 proposed budget is at $0, as there are no non-town elections in 2017.
Mr. Dworman MOTIONED to approve the 2017 Non-Town Election budget at $0 as presented. Ms. Pettinato seconded. Motion carried 3-0.

FINANCIAL ADMINISTRATION: The Board acknowledged the 2016 Financial Administration/Audit/Treasurer/IT budget was at $105,879 and the 2017 proposed budget is at $111,885 representing an increase of $6,006.

Ms. Hurteau noted 3% pay increases for the Town Office Manager, Administrative Assistant and Custodian (half of these salaries fall under the Selectmen’s budget and half fall under Financial Administration), an increase of $150 in audit contract service, an increase in the Treasurer miscellaneous expense requested by the Treasurer for seminars, an increase of $3,825 for IT processing and capital purchases.

Ms. Pettinato MOTIONED to approve the 2017 Financial Administration/Audit/Treasurer/IT budget for the total amount of $111,885 as presented. Chairman Poelaert seconded. Motion carried 3-0.

CONTRACT SERVICES: The Board acknowledged the 2016 Contract Services budget was at $346,581 and the 2017 budget is at $342,581 representing a decrease of $4,000.

Ms. Hurteau noted an increase in assessing contract service of $1,000 in accordance with the contract with Avitar Associates, a decrease of $985 in liability/property insurance, and a decrease of $4,410 in workers’ compensation/unemployment compensation insurance.

Ms. Pettinato MOTIONED to approve the 2017 Contract Services budget for the total amount of $342,581. Chairman Poelaert seconded. Motion carried 3-0.

POUND SCHOOL: Chairman Poelaert submitted a bid for Pound School renovations for the Board’s consideration and approval from Edward LeClair to make it handicap accessible for the total amount of $15,500 with $8,500 due to begin work and $7,000 due at completion.

Mr. Dworman stated once again two more bids must be received for this project.

Chairman Poelaert stated they must make reasonable accommodations for the Trustees of the Trust Fund to meet and Mr. Dittman replied he does not want the Town to spend that much money to accommodate him and they can either meet at the East Kingston Public Library or the East Kingston Elementary School.

ROAD AGENT: Mr. Dworman stated he had a conversation with the Road Agent, Mark Brinkerhoff and the use of his 6-wheeler truck. He added Mark has had a difficult time finding 6-wheelers and suggests the Town invest in one and maybe looking at it this year.

Mr. Dworman stated the 6-wheeler Mark bought is old and not super reliable and they can use the money from the Highway Block Grant at some point to purchase a Town owned 6-wheeler. He added Bob Rossi may retire at some point and the Town may also need a backhoe/loader of its own, which could be leased, but then they will need a driver.

Mr. Dworman suggested the Board set aside an hour to meet with the Road Agent then maybe they can look at this issue in 2018.

POLICE STATION: Chairman Poelaert stated he called the person they asked to write specs for the heating system work at the Police Station and his secretary called him back, but he doesn’t know what to do and there isn’t enough time to bid the project now with the cold weather.

Mr. Dworman asked Chairman Poelaert to send him the vendor’s telephone number tomorrow and he will give him a call.
Chairman Poelaert stated the Police Department will now be down a man and they can ask Chief Connell to patrol 5 hours a day or 25 hours a week to help cover the vacancy as it may be difficult finding part-time help.

Mr. Dworman replied they will discuss this with Chief Connell at their next meeting.

Chairman Poelaert suggested resumes for the open position be sent to Ms. Hurteau then sent to Chief Connell so we can keep a file of the original resumes in the Selectmen’s Office.

Mr. Dworman stated every former Police Chief came to the Selectmen with their recommendations for hire and then the Selectmen do the final interview then reiterated they will talk to Chief Connell at their next meeting.

NONPUBLIC SESSION: Ms. Pettinato MOTIONED to go into a nonpublic session at 8:25PM 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 24, 2016. The results of the poll were: Richard S. Poelaert –Yes, Matthew B. Dworman – Yes, & Erin J. Pettinato - Yes.

Ms. Pettinato MOTIONED to adjourn this Selectmen’s Non-Public meeting at 8:45PM. Mr. Dworman seconded. Motion carried 3-0.

CONSERVATION COMMISSION: The Board acknowledged receipt of minutes of the September 12, 2016 Conservation Commission meeting for their review and information.

CALENDAR: The following dates were noted: 10/25-Fire Training 7:00PM, 10/26-Bills & Monthly Timesheets Due 8:00AM, 10/27-ZBA Meeting 7:00PM (as needed), 10/28-Grange Meeting, 10/30-Trick or Treat 5:00PM–7:00PM, 11/02-Bills & Bi-Weekly Timesheets Due 8:00AM, 11/06-Daylight Savings Time Ends-Fall Back!, 11/07-Selectmen’s Meeting 6:30PM.

Ms. Pettinato MOTIONED to adjourn this Selectmen’s Public meeting at 8:47PM. Mr. Dworman seconded. Motion carried 3-0.

Respectfully submitted,

Cheryll A. Hurteau  
Town Office Manager

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