
Others Attending: George Chauncey, Garrett Almstrom, Craig Charest, Tim Connell & Bill Gannon.

Chairman Poelaert called this Selectmen’s Public meeting to order at 6:30PM.

MINUTES: The Board reviewed the Selectmen’s Public & Non-Public Meeting Minutes A & B dated 11/07/16.

Chairman Poelaert MOTIONED to approve the Selectmen’s Public Meeting Minutes dated 11/07/16 as presented.
Mr. Dworman seconded. Motion carried 2-0.

Mr. Dworman MOTIONED to approve the Selectmen’s Non-Public Meeting Minutes A & B dated 11/07/16 as presented. Chairman Poelaert seconded. Motion carried 2-0.

Ms. Pettinato arrived at the meeting at 6:32PM.

The Board reviewed the Selectmen’s Public Meeting Minutes dated 11/14/16.

Mr. Dworman MOTIONED to approve the Selectmen’s Public Meeting Minutes dated 11/14/16 as presented.
Chairman Poelaert seconded. Motion carried 3-0.

CHECK REGISTERS/POLICE DETAILS: The Board reviewed the check register dated 11/09/16 – 11/18/16 in the amount of $197,651.42 and the police special detail list in the amount of $1,100.00 dated 11/08/16.

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 11/09/16 – 11/18/16 in the amount of $197,651.42. 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.

HEALTHTRUST: The Board reviewed a HealthTrust Flexible Benefits Adoption Agreement and a Flexible Benefits Plan Schedule of FSA Services and Pricing effective January 1, 2017 through December 31, 2017 for their approval and the Chairman’s signature.

Ms. Pettinato MOTIONED for the Chairman to sign the HealthTrust Flexible Benefits Adoption Agreement and a Flexible Benefits Plan Schedule of FSA Services and Pricing effective January 1, 2017 through December 31, 2017 as presented. Chairman Poelaert seconded. Motion carried 3-0.

DRAGON MOSQUITO: The Board reviewed a Special Permit Application for Mosquito Control for 2017 as requested by Dragon Mosquito Control, Inc., noting it can take the State 120 days or more to complete this process, so turning in the signature page in a timely manner will ensure they will be able to start operations promptly in the spring.

Ms. Pettinato MOTIONED to approve and sign the signature page for the Special Permit Application for Mosquito Control for 2017. Chairman Poelaert seconded. Motion carried 3-0.

WAGE CONTRACT: The Board reviewed a contract for wages of East Kingston employees for the year 2017.

Ms. Pettinato MOTIONED to approve and sign the contract for wages of East Kingston employees for the year 2017. Chairman Poelaert seconded. Motion carried 3-0.
EMPLOYEE BENEFIT PROGRAM: The Board reviewed the Town of East Kingston Employee Benefit Program effective January 1, 2017 for their signature and approval.

Ms. Pettinato MOTIONED to sign the Town of East Kingston Employee Benefit Program effective January 1, 2017, as presented. Chairman Poelaert seconded. Motion carried 3-0.

AVITAR: The Board reviewed correspondence dated November 16, 2016 in regard to the preliminary 2016 sales to assessment ratio analysis and associated Equalization Sales Report for the Town of East Kingston with the preliminary analysis indicating a median sales to assessment ratio of 89% and a coefficient of dispersion of 8.8 and the accompanying 2016 Equalization Municipal Assessment Data Certificate for the New Hampshire Department of Revenue Administration.

Ms. Pettinato MOTIONED to sign the 2016 Equalization Municipal Assessment Data Certificate for the New Hampshire Department of Revenue Administration, as presented. Chairman Poelaert seconded. Motion carried 3-0.

MAINSTAY TECHNOLOGIES: The Board acknowledged receipt of a quote from Mainstay Technologies for a Meraki Wireless Access point that was presented to them at their last meeting for the Town for the total amount of $1,402.91.

Mr. Dworman MOTIONED to approve the quote from Mainstay Technologies for a Meraki Wireless Access point for the Town for the total amount of $1,402.91 as presented. Chairman Poelaert seconded. Motion carried 3-0.

WARRANT ARTICLES: Ms. Hurteau reminded the Selectmen to consider whether they want to amend the warrant article for solar exemptions and repeat the warrant article in regard to appointing a Road Agent for the 2017 warrant.

It was determined Ms. Pettinato will contact Julie LaBranche of Rockingham Planning Commission in regard to amending the warrant article for solar exemptions.

Following discussion on whether or not to present one or two warrant articles in regard to the Road Agent, it was determined a warrant article will be presented to the voters to change the Road Agent’s term from a one year elected position to a three year elected position.

HEALTHTRUST: The Board reviewed information received from HealthTrust offering rate comparisons based upon plan options for 2017.

Mr. Dworman explored options for medical insurance plans offered with various deductibles to save money for 2017.

Chairman Poelaert stated they are making this decision in the 11th hour and maybe they should wait to meet with the employees affected by these changes for their input before making such a drastic change.

Ms. Pettinato agreed adding they do need to look at this again at some point.

Mr. Dworman discussed several plans with deductibles (AB151PDED with a standard deductible of $500 per person/$1,500 per family, ABSOS20/40 with a standard deductible of $1,000 per person/$3,000 per family and ABSOS25/30 3KDED with a standard deductible of $3,000 per person/$9,000 per family).

Mr. Dworman stated that according to HealthTrust, the Town can cover one half of the deductible for employees. Mr. Dworman MOTIONED to implement Plan ABSOS25/30 3KDED with a standard deductible of $3,000 per person/$9,000 per family.

Chairman Poelaert questioned HIPAA laws in regard to how the employees would submit invoices for payment without revealing private health information. He added he appreciates the savings, but wants to make a decision based upon more than six minutes of conversation.

Mr. Dworman requested Ms. Hurteau post a work session for next Monday, November 28th at 8:30AM to go over the options and to request a representative of HealthTrust attend to answer any questions necessary.
GEORGE CHAUNCEY: Mr. George Chauncey of Tri Manufacturing met with the Board at 6:55PM to discuss relocating his granddaughter and two great granddaughters who currently reside in a camper on the business property.

Mr. Chauncey explained his granddaughter and her children had no place to stay, it placed him in a tough position and he has been trying to solve the problem and possibly purchase a mobile home for them to reside in.

Mr. Chauncey continued he just finally solved the situation and asks the Board to grant him 30 days to get them situated in their new home. He added he understands he has bent the rules in Town and it has caused him sleepless nights, but he also acknowledged he has always helped out the Town when he could.

Mr. Chauncey stated he understands the Town could have cracked down on him, he appreciates their patience with him and now the problem has been resolved and he hopes to get them into their new home and set-up before Christmas. The Board agreed that would be acceptable.

The Board thanked Mr. Chauncey for meeting with him this evening and he left the meeting at 7:00PM.

TRUSTEES OF THE TRUST FUNDS: Mr. Dworman stated that following the last Selectmen’s Meeting he spoke with Police Chief Connell and he agreed to allow the Trustees of the Trust Funds to meet at the Police Station. He added he had spoken with Mr. Dittman on Friday and this venue seemed to meet his requirements for handicap accessibility.

Chairman Poelaert asked if they needed their file cabinets moved to the Police Station and Mr. Dworman replied he didn’t know at this point.

TOWN HALL: Chairman Poelaert stated the soffit has been repaired on the Town Hall building and Unitil will be back tomorrow to reconnect the power.

Chairman Poelaert continued someone stepped on the bulkhead at the Railroad Depot building and that was also repaired.

SALT SHED: Chairman Poelaert requested Ms. Hurteau research information on the salt shed so he can look into patch kits for the structure.

SELECTMEN’S MEETING VIDEOS: Bill Gannon met with the Board to discuss ongoing difficulties with the sound portion of the Selectmen’s Meeting videos.

Mr. Gannon explained the audio is very challenging in this building with the high ceilings and poor acoustics as a result and the audio for the last meeting recorded is inaudible. He added he reached out to others for possible solutions and in the end he thinks he found a solution with a conference microphone that has been refurbished and is fairly inexpensive for approximately $150. He added it comes with a 30-day return policy and will focus on one speaker at a time to cut down on background noise.

The Board members agreed there is no point to video without audio.

Mr. Dworman asked how many views the meetings are getting and Mr. Gannon replied about the same, maybe 30 or so per meeting.

Mr. Dworman MOTIONED to approve the purchase of the conference microphone at a cost of $150. Ms. Pettinato seconded. Motion carried 3-0.

The Board thanked Mr. Gannon for meeting with them and he left at 7:07PM.

GARRETT ALMSTROM: Garrett Almstrom met with the Board at 7:07PM.

Mr. Almstrom stated it was brought to his attention that the Board wanted to meet with him tonight and he hasn’t received the letter he requested back from them.
Mr. Dworman replied he was going over the minutes from their last meeting and they were waiting for him to clarify his letter of resignation, which was to be rewritten to request a leave of absence for up to 6 months, otherwise he would resign effective in six months if not sooner unless he returns to the department and he would notify the Board in writing.

Mr. Almstrom replied he was not contacted by anyone until Chief Connell told him last week that they needed something and he then talked to Dick Poelaert who told him it was fine.

Ms. Pettinato agreed she was under the impression they just needed this in writing adding it is not too late.

Chairman Poelaert agreed that was also his understanding that the Selectmen owed Mr. Almstrom a letter from the minutes of the meeting.

Mr. Almstrom stated he also read the minutes of the meeting and it wasn’t in there he needed to write a letter.

Ms. Pettinato asked what Mr. Almstrom wanted in a letter and he replied he wanted a letter stating he would be all set for the 6-month leave of absence and if something came up sooner that he knew he was going to be all set or that he was going to let them know he was coming back, he would let them know.

Ms. Pettinato replied OK, but to also be complaint under the law they needed a letter from Mr. Almstrom saying essentially a letter of resignation to the same effect, but including the dates.

Mr. Dworman stated they need a letter from Mr. Almstrom like they already got with the dates added and just saying that he will notify them prior to the end of the six months if he plans on not returning otherwise the resignation will be effective 6 months from then.

Ms. Hurteau asked for clarification in the Board is looking for a letter from Garrett that he will notify the Selectmen prior to the end of the 6 months leave of absence if he isn’t coming back.

Mr. Dworman replied it is his understanding from discussion that he is going to be at boot camp for 10 weeks and upon successful completion of that he should . . .

Mr. Almstrom interjected he will be in training for 22 weeks for a total of 5½ months.

Mr. Dworman continued he is just stating his leave of absence effective on the day he began his leave of absence (effective November 4th) for a period not to exceed 6 months after which we will accept his formal resignation unless he notifies them earlier.

Mr. Dworman stated if he knows sooner than that, would he please let them know and confirmed his resignation will be effective at the end of his leave of absence.

Mr. Almstrom stated he has 7 days until he ships out.

Police Chief Connell stated in order for them to be able to fill the position after 6 months, they must have a letter of intent not to return after 6 months and one day or 6 months and two days and he wants to make himself clear when it is time to come to the end so he can actually fill the position and 6 months from now he knows where he’s at. He added he believes this to be within USERRA whether there is an intent to return or not so he can actually hire somebody or not.

Ms. Hurteau confirmed a letter will be coming from Garrett confirming this and Ms. Pettinato reiterated they need a letter of resignation with the dates included.

Mr. Poelaert stated Mr. Almstrom will notify them upon completion of 6 months that his training is completed and he has started his Coast Guard career or he is planning on coming back before the 6 months.

Town of East Kingston, NH Selectmen’s Public Meeting Minutes-November 21, 2016-20161121selpubmin
Ms. Pettinato added it will also have the date included in it that he will presumably be off the books.

Mr. Almstrom replied he will look it up on the calendar and have the exact dates and submit it to the Selectmen’s Office.

Chief Connell informed Mr. Almstrom he had contacted PSTC and this went down as a miscellaneous leave as he will be absent from service for 30 days or more so it is a miscellaneous leave as he is not really deployed per se until he hears from him and at that point it will shift to a resignation so he just wanted him to be aware.

Mr. Almstrom replied, OK.

Mr. Dworman wished Mr. Almstrom the best of luck and offered appreciation of his service to the Town. Ms. Pettinato wished him luck, as well.

Chief Connell wished Mr. Almstrom good luck if he doesn’t see him before he leaves.

Mr. Almstrom, Corporal Charest and Chief Connell left the meeting at 7:17PM.

**CONSERVATION COMMISSION:** The Board acknowledged receipt of Conservation Commission minutes of their meeting held on October 10, 2016 for their review and information.

**PLANNING BOARD:** The Board acknowledged receipt of Planning Board minutes of their meeting held on November 17, 2016 for their review and information.

**SOLID WASTE & RECYCLING:** The Board acknowledged receipt of Solid Waste & Recycling Committee minutes of their meeting held on October 19, 2016 for their review and information.

**TRUSTEES OF THE TRUST FUNDS:** The Board acknowledged receipt of Trustees of the Trust Funds minutes of their meeting held on October 25, 2016 for their review and information.

**CALENDAR:** The following dates were noted: 11/22-Fire Training 7:00PM, 11/23-Bills Due 8:00AM, 11/24-Thanksgiving Day Holiday Observed/Town Offices & Library Closed, ZBA Meeting (as needed) 7:00PM, 11/25-Day After Thanksgiving Observed/Town Offices & Library Closed, 11/28-Monthly Timesheets Due 8:00AM, 11/30-Bills & Bi-Weekly Timesheets Due 8:00AM, 12/04-Fire Association Meeting 7:00PM, 12/05-Selectmen’s Meeting 6:30PM.

Ms. Pettinato **MOTIONED** to adjourn this Selectmen’s Public meeting at 7:25PM. 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