

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

MINUTES: The Board reviewed the Selectmen’s Public Meeting Minutes dated 11/21/16 and the Selectmen’s Public Meeting Minutes dated 11/28/16.

Ms. Pettinato MOTIONED to approve the Selectmen’s Public Meeting Minutes dated 11/21/16 as presented. Mr. Dworman seconded. Motion carried 3-0.

Ms. Pettinato MOTIONED to approve the Selectmen’s Public Meeting Minutes dated 11/28/16 as presented. Chairman Poelaert seconded. Motion carried 3-0.

CHECK REGISTERS/POLICE DETAILS: The Board reviewed the check register dated 11/23/16 – 12/02/16 in the amount of $406,190.31 and the police special detail list in the amount of $780.00 dated 11/17/16 – 11/25/16.

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

Mr. Dworman MOTIONED to approve and sign the check register dated 11/23/16 – 12/02/16 in the amount of $406,190.31. Chairman Poelaert 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.

CAMP LINCOLN: The Board acknowledged receipt of correspondence dated November 14, 2016 from YMCA Camp Lincoln seeking permission once again to allow their campers to board their bus at the East Kingston Town Hall during the summer months between June 19 and August 25, 2017, Monday through Friday with pick-up at approximately 8:15AM and drop-off at approximately 4:45PM.

Ms. Pettinato MOTIONED to approve and for the Chairman to sign the correspondence from YMCA Camp Lincoln as stated above as presented. Mr. Dworman seconded. Motion carried 3-0.

INVESTMENT POLICY: The Board reviewed the Town’s Investment Policy for their signatures and approval. The Board tabled signature of this item until their meeting at 7:00PM with the Treasurer.

PLODZIK & SANDERSON: The Board reviewed the annual engagement letter from the Town’s auditing firm, Plodzik & Sanderson, PA to confirm their understanding of the services they are to provide the Town of East Kingston for the fiscal year ended December 31, 2016.

Ms. Pettinato MOTIONED to approve and for the Chairman to sign the engagement letter from Plodzik & Sanderson, PA as presented. Chairman Poelaert seconded. Motion carried 3-0.

LAND USE CHANGE TAX: The Board reviewed an application for Land Use Change Tax and the accompanying letter of recommendation from the Town’s assessing company, Avitar Associates of New England, Inc. dated November 22, 2016 in regard to 47 Clement Lane, owners of record Bartley and Lucille Connolly, to disqualify .028 acres of backland from current use for a shed with a land use change tax of $30.
Ms. Pettinato **MOTIONED** to approve and sign the application for Land Use Change Tax as described above. Chairman Poelaert seconded. Motion carried 3-0.

**2017 APPOINTMENTS:** The Board reviewed the 2017 Appointments effective January 1, 2017 through December 31, 2017 and one appointment effective January 1, 2017 through December 31, 2019 as attached for their approval and signature (see attached).

It was noted that there was one appointment dated January 1, 2017 through March 31, 2017 to correct the original three-year appointment to end on the correct date.

Ms. Pettinato **MOTIONED** to sign the 2017 Appointments effective January 1, 2017 through December 31, 2017, one appointment effective January 1, 2017 through December 31, 2019 and one appointment effective January 1, 2017 through March 31, 2017, as presented. Chairman Poelaert seconded. Motion carried 3-0.

**HB430:** The Board reviewed information in regard to House Bill (HB) 430 allowing towns and cities to adopt a property tax credit which extends the current veterans’ property tax credit to all honorably discharged veterans, which was signed into law by Governor Maggie Hasson on September 2, 2016.

It is now up to each Town to vote on whether to grant this exemption and for how much.

Chairman Poelaert explained previous to this legislation, veterans had to serve during specific dates with 90 days of active military service and this provision allows those who served outside of those dates and were honorably discharged to receive an exemption.

Chairman Poelaert continued they must decide if they are offering this exemption and if so at what amount. He added he suggests forming a committee of veterans who served in various wars to meet and come up with suggestions for a 2017 warrant article and he recommends Philip Marshall, Craig Charest and himself.

Mr. Dworman stated it is his personal opinion if this were state or federally funded, it would be fine but this could potentially double the Town’s veterans’ tax exemption amount, noting there are currently 124 veterans in East Kingston receiving an exemption.

Chairman Poelaert stated they should choose an amount that would be palatable with the voters. He asked Ms. Hurteau when they must have the warrant finalized and she replied the Budget Hearing is scheduled for January 10th, so the warrant needs to be finalized by the first of the year at the latest.

Ms. Pettinato stated she had no objection to getting a group together to work out the details and come back with their recommendation.

**TRUSTEES OF THE TRUST FUNDS:** The Board acknowledged receipt of correspondence dated November 17, 2016 from the Trustees of the Trust Funds in regard to convening their public meetings at the East Kingston Police Station conference room (see attached).

Chairman Poelaert stated they must replace the door at the Pound School with a 36” width for handicap accessibility.

Mr. Dworman asked if John Moreau could put together a spec and Chairman Poelaert replied he doesn’t want to get involved in this project and added they need to look at adding $25,000-$30,000 to the Pound School building maintenance line item.

Mr. Dworman **MOTIONED** to increase the Pound School building maintenance line item by $25,000 for 2017. Ms. Pettinato seconded. Motion carried 3-0.
CLARK & RODAM ROADS: At 6:45PM, the Board met with residents of Clark and Rodam Roads.

Stephen McMillan began by stating they met with the Board last October and their roads have been deteriorating without a topcoat.

Mr. Dworman apologized he was not prepared and promised to email Mr. McMillan more information after he speaks with Town Counsel tomorrow. He added there is $19,500 remaining in bond money to topcoat Clark and Rodam Roads and the total cost of the project should come in at less than $30,000 according to the last estimate received.

Mr. McMillan asked about the deceleration lane and Chairman Poelaert replied it looks like the State will waive that requirement. He added it is not the fault of the residents of Clark and Rodam Roads that the bond money was not reviewed and updated, the project took too long and the roads cannot be accepted by the Town until they are top coated.

Mr. Dworman promised to call Town Counsel tomorrow. He added given the amount needed over the bond money is less than $10,000, it is probably within the scope the Town may be able to cover, but the worst case scenario would be the residents of Clark and Rodam Roads splitting the cost of the additional $10,000 needed through taxation.

Mr. Dittman replied he would disagree with that as the residents are not responsible for this as it was signed off on by the Town Engineer making it the Town’s responsibility.

Mr. Dworman pointed out that in previous discussions with Town Counsel he was told other towns were not found liable. He added the Town plows their roads for access of emergency vehicles and school buses to help them out as emergency lanes.

Mr. McMillan stated it sounds like you are hoping not to impose the cost on the residents of the roads, but you cannot guarantee it.

Chairman Poelaert replied unless the State comes back and insists upon the deceleration lane, but otherwise they should be OK.

Chairman Poelaert promised to keep Mr. Dittman in the loop about the upgrades to the Pound School and to get it done.

Mr. Dworman suggested putting together a Pound School accessibility committee and Ms. Pettinato agreed adding it should be done right.

Mr. Dworman MOTIONED to create a Pound School Accessibility Committee and to nominate Mr. Dittman to be either a member or Chairman of the committee. Ms. Pettinato seconded. Motion carried 3-0.

Chairman Poelaert stated he and John Moreau could be a part of the committee.

TREASURER: Barbara Smith, the Town Treasurer met with the Board at 7:00PM.

Ms. Smith provided the Board members with a handout containing a Certificate of Deposit/Repurchase Agreement Application from the Government Banking Division of Citizens Bank and a cash flow analysis prepared from January 1, 2016, to date.

Ms. Smith stated she looked over the current investment policy and saw no need to make changes to it. She added she generated a cash flow analysis to determine how the money in the general fund trends and how much money is on hand at any time.
Ms. Smith continued she kept track of the average daily balance and talked to Citizens Bank about investing a portion of the money on hand, but wants to tread lightly for the time being and wants to be more conservative until she received more information from Cheryll Hurteau. She added she can invest in 30, 60 and 90 day CD’s and layer them for the months following the influx of money from tax bill revenue.

Ms. Smith stated the Town can later go into the NH Investment Pool with electronic banking, but for now she has a one-time agreement with Citizens Bank for CD’s and she will work with Ms. Hurteau to be sure she looks out for “big ticket items.”

Chairman Poelaert asked if the school payments are predictable and Ms. Smith replied school payments are made monthly.

Ms. Smith stated the Town may make approximately $1,800 in interest at first and she feels this is worth doing to invest excess cash when it’s available.

Chairman Poelaert asked if this would be a lot of work and Ms. Smith replied no, she will work with Ms. Hurteau to see if any big payments are coming up before investing. She added technically, if the money tied-up in CD’s had to be used there could be a penalty, but Citizens Bank told her they would work with her.

Mr. Dworman introduced Ms. Smith to Mr. Dittman and stated she may want to have a discussion with the Trustees of the Trust Funds at some point in regard to investing.

Ms. Pettinato thanked Ms. Smith for doing this.

Mr. Dworman asked if Ms. Smith had access to Quickbooks and she replied it was installed on her laptop computer.

Ms. Hurteau noted she would like to retain $1,000,000 on hand if possible to cover the monthly bills as the school payments alone total almost $500,000 plus monthly accounts payable and payroll costs. She added that after property tax payments are received, there is over $3,000,000 on hand to allow for investment.

Ms. Pettinato MOTIONED to approve the 2017 Investment Policy. Mr. Dworman seconded. Motion carried 3-0.

The Board thanked Ms. Smith for meeting with them and she left the meeting at 7:12PM.

PLANNING BOARD: Chairman Poelaert provided copies of a housing report received at a recent Planning Board meeting.

SOLAR EXEMPTION: Ms. Hurteau asked Ms. Pettinato how she was coming along with looking into updating the Solar Exemption and she promised to get to it as soon as possible.

Mr. Dworman noted he is OK with granting a solar exemption as long as Avitar Associates, the Town’s assessing company, adds value to the assessments for the solar panels.

LANDSCAPING CONTRACT: Chairman Poelaert stated Hank Lewandowski had requested notification when the sealed bids for the landscaping contract were opened and he wanted the minutes of this meeting to note he was not consulted before the bid was awarded.

WREATHS ACROSS AMERICA: Chairman Poelaert noted the Wreath of Remembrance Ceremony will be held at the East Kingston Public Library on Saturday, December 17, 2016 at 12:00 noon and asked if Mr. Dworman and Ms. Pettinato would be in attendance.
Mr. Dworman and Ms. Pettinato indicated they will not be available to attend the ceremony and Ms. Hurteau stated she will advise Gerry Tilley as she requested who would be attending so she could include the names of participants in the program for the ceremony.

**HEALTHTRUST:** Chairman Poelaert noted that Melisa Briggs of HealthTrust will be meeting with the Board and the employees eligible for medical insurance at their next Selectmen’s Meeting scheduled for Monday, December 19th at 7:15PM.

**CALENDAR:** The following dates were noted: 12/07-Bills Due 8:00AM, 12/09-Grange Meeting 7:30PM, 12/12-Conservation Commission Meeting 5:00PM, 12/13-Fire Training 7:00PM, 12/14-Bills & Bi-Weekly Timesheets Due 8:00AM, Fire Officers Meeting 7:00PM, 12/15-Planning Board Meeting 7:00PM, Cemeteries Close, 12/18-Power of the Past Meeting, 12/19-Selectmen’s Meeting 6:30PM.

Mr. Dworman **MOTIONED** to adjourn this Selectmen’s Public meeting at 7:40PM. 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