TOWN OF EAST KINGSTON, NH
SELECTMEN’S PUBLIC MEETING MINUTES
MONDAY, DECEMBER 19, 2016

6:45PM – Dan Guilmette, Brown’s Academy Scholarship
7:00PM – Ed Warren, Fire Chief
7:15PM – Melisa Briggs, HealthTrust, Craig Charest, Clayton Jervis, Charles Rodolakis, Barbara Clark, Sarah Courchesne & Tracy Waldron


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

MINUTES: The Board reviewed the Selectmen’s Public Meeting Minutes dated 12/05/16.

Mr. Dworman MOTIONED to approve the Selectmen’s Public Meeting Minutes dated 12/05/16 as presented. Ms. Pettinato seconded. Motion carried 3-0.

CHECK REGISTERS/POLICE DETAILS: The Board reviewed the check register dated 12/07/16 – 12/16/16 in the amount of $526,802.92 and the police special detail list in the amount of $1,260.00 dated 11/30/16 – 12/05/16.

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

Ms. Pettinato MOTIONED to approve and sign the check register dated 12/07/16 – 12/16/16 in the amount of $526,802.92. Mr. Dworman seconded. Motion carried 3-0.

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

REQUESTS FOR DISBURSEMENT: The Board acknowledged receipt of (2) Requests for Disbursement of Funds from the Town Clerk/Tax Collector, Barbara Clark for overpayment of taxes as follows:

JP Morgan Chase, NA (Corelogic), Frank Collamore, 7 Winslow Drive, MBL #01-01-14, $3,989
SunTrust Mortgage, Mary Beth Shea, 26 Pheasant Run, MBL #06-01-17, $4,142

Ms. Pettinato MOTIONED to approve the Request for Disbursement of Funds for Frank Collamore from the Town Clerk/Tax Collector, Barbara Clark for overpayment of taxes as stated above, as presented. Mr. Dworman seconded. Motion carried 3-0.

Ms. Pettinato MOTIONED to approve the Request for Disbursement of Funds for Mary Beth Shea from the Town Clerk/Tax Collector, Barbara Clark for overpayment of taxes as stated above, as presented. Mr. Dworman seconded. Motion carried 3-0.

ELDERLY & DISABLED TAX DEFERRAL: The Board reviewed an Elderly and Disabled Tax Deferral Application (Form PA-30) for George W. Boylen, III, Trustee, 5 Hickory Lane, MBL #10-02-10 for 2016 for the total amount of $6,126.

Ms. Pettinato MOTIONED to approve and sign the Elderly and Disabled Tax Deferral Application (Form PA-30) for George W. Boylen, III, Trustee, 5 Hickory Lane, MBL #10-02-10 for 2016 for the total amount of $6,126. Mr. Dworman seconded. Motion carried 3-0.

MAINSTAY TECHNOLOGIES: The Board reviewed a 2017 service agreement between the Town of East Kingston and Mainstay Technologies for technology services including recommendations, maintenance and support
of the information technology infrastructure, systems and users of the Town for the Police Department at a total cost of $800 per month.

Ms. Pettinato **MOTIONED** to approve and for the Chairman to sign the 2017 service agreement between the Town of East Kingston and Mainstay Technologies for technology services including recommendations, maintenance and support of the information technology infrastructure, systems and users of the Town for the Police Department at a total cost of $800 per month as presented. Mr. Dworman seconded. Motion carried 3-0.

The Board reviewed a 2017 service agreement between the Town of East Kingston and Mainstay Technologies for technology services including recommendations, maintenance and support of the information technology infrastructure, systems and users of the Town for the Fire Department at a total cost of $600 per month.

Ms. Pettinato **MOTIONED** to approve and for the Chairman to sign the 2017 service agreement between the Town of East Kingston and Mainstay Technologies for technology services including recommendations, maintenance and support of the information technology infrastructure, systems and users of the Town for the Fire Department at a total cost of $600 per month as presented. Mr. Dworman seconded. Motion carried 3-0.

**BROWN’S ACADEMY SCHOLARSHIP:** Dan Guilmette met with the Board at 6:40PM and informed them he is meeting with them on behalf of the Brown’s Academy Scholarship Fund. He added he was able to get their information on the Town website, which has helped to get the word out.

Mr. Guilmette continued the program has been going for approximately 35 years and they spend only the interest on the Trust Funds. He added it began in 1979 when the Town purchased the Brown’s Academy building and Mary Corbett who was the sister of Lou Tilton wisely invested the money in stocks in the early 1980’s and made a lot of money.

Mr. Guilmette explained they determined they want to strengthen their audit procedures, asked Ms. Hurteau who the Town uses for their yearly audits and was directed to call Mike Campo of Plodzik & Sanderson, PA. He added he told Mr. Campo how their small scholarship fund was laid out and was told they would audit the fund as part of the Town’s audit at no additional cost.

Mr. Guilmette stated Mr. Campo suggested he call Terry Knowles of the Attorney General’s Office to see if the plan to include their audit with the Town’s annual audit made sense and she told him she saw no problem with it as long as no money changes hands.

Mr. Guilmette requested the Board members approve Plodzik & Sanderson, PA to conduct the audit for the Brown’s Academy Scholarship Fund along with the annual Town audit.

Ms. Pettinato replied it seemed like a “no brainer” to her and Chairman Poelaert asked Mr. Guilmette to place his request in writing.

Mr. Guilmette explained they once had a limited request pool and had more money to offer each student, but now they receive more requests so the scholarships likely cover the cost of their books. He added the criteria is four years at an accredited university and you must reapply every year.

Mr. Guilmette stated they have approximately $650,000 in trust managed by AG Edwards.

**TOWN HALL:** Chairman Poelaert asked Mr. Guilmette for an update on the Town Hall Committee and he explained they couldn’t meet this month due to illness so they rescheduled for January. He added he can speak at the 1st Deliberative Session and would also like to survey other surrounding towns in Rockingham County as well as towns with similar populations then conduct open forums in the spring.

Mr. Guilmette promised to forward the requested letter to the Selectmen in regard to the scholarship fund.
The Board thanked Mr. Guilmette for meeting with them and he left the meeting at 6:55PM.

**POUND SCHOOL:** Chairman Poelaert stated they must make a decision about the Pound School upgrades and they have an active quote to consider.

Chairman Poelaert continued he asked Ms. Hurteau to add $30,000 to the Town Offices maintenance line item to improve security of the building as it makes sense because there are too many keys out there.

Mr. Dworman noted they did not discuss the $30,000 price.

Chairman Poelaert replied Ms. Hurteau added the money to the building budget and there is no real security or privacy in this building.

Ms. Pettinato noted they only received one quote for the Pound School upgrades and they would need two more.

Chairman Poelaert replied he checked the building for the second doorway access and confirmed the custodian, Keith has the access cleared. He added they must have two 36” doors and be certain everything is ADA compliant.

Mr. Dworman stated he would like to schedule an appointment to meet with the Building Inspector at the Pound School and ask him to write specs for the job.

Chairman Poelaert replied they must give the Trustees of the Trust Funds a permanent home and Ms. Pettinato added she thinks the Pound School would also be a great place for the Supervisors of the Checklist to meet and store their records.

**WORLD WAR I PLAQUE:** Chairman Poelaert noted there is a World War I plaque located on the Town Offices building and asked if it should be relocated to the World War II monument at the Library.

Ms. Pettinato replied why not keep them together?

Fire Chief Ed Warren arrived at the meeting at 7:00PM.

**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 December 19, 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 7:12PM. Ms. Pettinato seconded. Motion carried 3-0.

Mr. Dworman MOTIONED to hire Alex Head to the Fire Department. Ms. Pettinato seconded. Motion carried 3-0.

**HEALTH TRUST:** Melisa Briggs of HealthTrust, Craig Charest, Clayton Jervis, Charles Rodolakis, Barbara Clark, Sarah Courchesne & Tracy Waldron met with the Board to discuss various health plan options.

Ms. Briggs distributed folders containing information about the health plans, introduced herself and stated she was presenting alternative options for medical insurance plans.

Chairman Poelaert thanked everyone for attending and encouraged asking questions as no decision had been made on which medical plan would be chosen as it is a complicated subject.
Ms. Waldron thanked the Board for including the employees in the discussion this time.

Mr. Dworman explained that costs for medical insurance have gone up substantially over the years and they are looking for ways to mitigate costs. He added they are not trying to slash employee benefits and look for solutions that are fair and equitable to the employees.

Ms. Briggs referred to the option handouts and explained the difference between the various plans, noting the differences in increased copayments, deductibles and out-of-pocket expenses.

Ms. Pettinato asked if the deductibles applied to lab work and Ms. Briggs responded the SOS (Site of Service) plans have no deductible if used adding you can pay reduced deductibles if you use hospitals in Nashua, Portsmouth and Somersworth.

Ms. Pettinato asked why Exeter Hospital was not included and was it because it is not cost effective and Ms. Briggs replied it is not cost effective and would carry a large deductible.

Mr. Dworman stated there are three potential new plans and the first plan below the current plan does not offer enough savings to consider, the third plan down has too high a deductible, but the second plan down is one to consider with a $1,000 deductible for each person on the plan and the Town is able to cover one half of the cost with a flexible spending prepaid Visa card and the employee cost for their portion of the plan will be less.

Mr. Dworman asked employees to consider going to SOS locations to keep costs down.

Ms. Pettinato stated people aren’t so quick to use SOS locations and there are choices to be made to reduce costs so employees can take more ownership of their choices.

Officer Rodolakis pointed out with the SOS plan, he would be forced to see a specialist in Nashua instead of going to Anna Jacques Hospital in Amesbury where he lives.

Ms. Courchesne stated there is a difference in looking for a recommended doctor; we aren’t talking about choosing a soda. She added it treats doctors as a commodity.

Mr. Dworman stated that people go to the emergency room instead of waiting to see their primary care physician and they are looking at alternatives to high costs, but they want the least impact available to the employees with less out-of-pocket expense. He added they want to talk and seek the thoughts of employees affected.

Officer Rodolakis asked if they were looking at changing the prescription plan and Mr. Dworman replied they are keeping it the same.

Ms. Briggs pointed out that all plans are Access Blue New England HMOs.

Ms. Briggs explained other facets of the plans and Officer Rodolakis expressed his concerns with having no money to put into the flexible spending account and going with a new plan where if he gets injured he has to travel to Portsmouth or Nashua so he cannot agree with this plan whether he is injured while on the job or off duty.

Mr. Dworman explained explained the Town would place one half of the deductible into the flexible spending account.

Ms. Hurteau expressed concerns with living practically across the street from the Exeter Hospital and being forced to travel to Nashua or Portsmouth in an emergency situation or face the possibility of a $1,000 deductible.

Ms. Waldron pointed out three co-pays under the plan they are considering would double in cost.

Officer Rodolakis stated if someone has a chronic illness, it could cause a big out-of-pocket cost.
Mr. Dworman replied it could happen, but it would be unlikely.

Ms. Courchesne asked what are we trading for and what is the impact as this is the third cut to health insurance in the last few years so what is the tipping point. She added the Library wants a ceiling on costs and public employees are not rich and the Library Trustees want input on the total compensation package and there must be justification.

Ms. Courchesne asked are we deciding where employees go for their health care and what impact will this have on hiring future employees.

Ms. Pettinato replied she is glad to have this conversation, they are just talking now and there is no budget crisis.

Ms. Waldron reminded the Board the Library raises are merit based and everyone doesn’t always get a raise.

Ms. Pettinato stated there is pressure for the Selectmen to keep the tax rate stable and Ms. Waldron replied another option would have been no raises instead of a cut to the employee insurance plans.

Ms. Courchesne stated she sees health insurance as part of employee compensation and this cut was proposed after budgeting was completed.

Discussion continued and Ms. Waldron asked the Board when a decision would be made whether or not to choose a lower cost plan.

Mr. Dworman replied the Board can make the decision at any time and the Selectmen just want to be able to explain their choices at the 1st Deliberative Session.

Ms. Waldron asked if questions about employee insurance plans came from the taxpayers and Chairman Poelaert replied never before.

Officer Rodolakis asked if a decision would be made soon, Ms. Pettinato replied not imminently and Mr. Dworman added if they do, we will talk again.

The Board thanked Ms. Briggs for meeting with them and she left the meeting at 8:30PM.

**POLICE DEPT.:** Corporal Charest met with the Board to ask about his surplus of vacation time as he needs a plan due to the current staffing shortage at the Police Department. He added he currently has 116 hours of vacation time and is only allowed to carryover 80, so they are looking at 36 hours he is seeking to carryover for 2017 or be paid out, if possible.

Mr. Dworman asked if Corporal Charest would prefer to carryover the hours and he replied he will do his best to use whatever hours he can, but there is only one more paycheck for 2016 adding all Police Officers are currently working overtime so it is difficult to take time off.

Chairman Poelaert asked if they allow Corporal Charest to carryover the hours, can he get rid of them by June and he responded it depends on when they hear back from Garrett Almstrom.

Mr. Dworman **MOTIONED** to approve Craig Charest to carryover his unused vacation time to 2017, due to the circumstances of being understaffed at the Police Department. Ms. Pettinato seconded. Motion carried 3-0.

Chairman Poelaert stated he will talk to Garrett Almstrom about his intentions for employment with the Town.

Corporal Charest replied the Department needs to be able to hire a replacement if Garrett is not returning.

Corporal Charest stated he did not want this to be a burden, thanked the Board for their support and left the meeting at 8:35PM.
**CLARK & RODAM ROADS:** Mr. Dworman stated he had spoken with Town Counsel, Bart Mayer about Clark and Rodam Roads and it is possible to get a petition from the Road Agent to lay out public roads and then they can be accepted by the Town. He added there must be a public notice and public hearing and if there is $10,000 remaining in the Road Agent’s budget for 2016, it can be encumbered to complete the work on these roads in 2017.

Mr. Dworman **MOTIONED** based on the recommendation of Town Counsel, Bart Mayer to encumber up to $20,000 for completion of Clark Road and Rodam Road. Ms. Pettinato seconded. Motion carried 3-0.

Mr. Dworman requested Ms. Hurteau email the representative for the residents of Clark Road and Rodam Road with this updated information.

**PERSONNEL POLICIES:** Ms. Pettinato stated she had personnel policies from other Towns and she would be working on one for East Kingston.

**CONSERVATION COMMISSION:** The Board acknowledged receipt of Conservation Commission meeting minutes of their meeting held on November 14, 2016 for their review and information.

**CALENDAR:** The following dates were noted: 12/20-EMS Training/Kingston Fire Station 7:00PM, 12/21-Bills Due 8:00AM, Cemetery Trustees Meeting 7:00PM, 12/22-ZBA Meeting (as needed), 12/23-Grange Meeting 7:30PM, Christmas Eve Holiday Observed/Town Offices & Library Closed, 12/26-Christmas Holiday Observed/Town Offices & Library Closed, 12/27-Bi-Weekly & Monthly Timesheets Due 8:00AM, Fire Training 7:00PM, 12/28-Bills Due 8:00AM, 12/30-New Year’s Eve Day Holiday Observed/Town Offices & Library Closed, 01/03-Selectmen’s Meeting 6:30PM.

Ms. Pettinato **MOTIONED** to adjourn this Selectmen’s Public meeting at 8:45PM. 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