
Others Attending: Tim Connell, Roby Day & Ted Lloyd.

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 01/30/17.

Chairman Poelaert MOTIONED to approve the Selectmen’s Public & Non-Public Meeting Minutes dated 01/30/17 as presented. Mr. Dworman seconded. Motion carried 3-0.

CHECK REGISTERS/POLICE DETAILS: The Board reviewed the check register dated 02/01/17 – 02/10/17 in the amount of $489,183.94 and the police special detail list in the amount of $540.00 dated 01/26/17 – 01/26/17.

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

Chairman Poelaert MOTIONED to approve and sign the check register dated 02/01/17 – 02/10/17 in the amount of $489,183.94 based upon Ms. Pettinato’s prior review. 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.

DELEGATIONS OF DEPOSIT AUTHORITY: The Board reviewed two Delegations of Deposit Authority signed by Barbara K. Smith, Treasurer, to delegate deposit function authority to: the East Kingston Town Office Manager, Cheryll A. Hurteau and Administrative Assistant, Deborah R. Aubert of the funds collected in their respective roles and the East Kingston Town Clerk/Tax Collector, Barbara A. Clark and Assistant Town Clerk/Tax Collector, Judith M. Cash of the funds collected in their respective roles. These deposits shall be made on a weekly basis or daily, whenever receipts total $1,500 or more.

Ms. Pettinato MOTIONED to approve and sign the two Delegations of Deposit Authority signed by Barbara K. Smith, Treasurer, to delegate deposit function authority to: the East Kingston Town Office Manager, Cheryll A. Hurteau and Administrative Assistant, Deborah R. Aubert of the funds collected in their respective roles and the East Kingston Town Clerk/Tax Collector, Barbara A. Clark and Assistant Town Clerk/Tax Collector, Judith M. Cash of the funds collected in their respective roles, as presented. Chairman Poelaert seconded. Motion carried 3-0.

DEPT. OF LABOR: The Board reviewed an updated page to the Town’s Safety Policy as requested by the NH Department of Labor on February 6, 2017 in regard to Accident Reporting Requirements as follows:

3.5.5 Accident Reporting Requirements. Within 8 hours after its occurrence, an employment accident which is fatal to one or more employees or which results in the hospitalization of 3 or more employees shall be reported to the commissioner of labor. Notification may be given by telephone by calling (603) 271-6297, 271-6850, 271-3699, or 271-3170.

Mr. Dworman MOTIONED to approve the updated Accident Reporting Requirements as requested by the NH Department of Labor on February 6, 2017, as presented. Ms. Pettinato seconded. Motion carried 3-0.

KOFILE TECHNOLOGIES: Chairman Poelaert suggested having the oldest of the Town history books transcribed by Kofile Technologies at a quoted price of $3556 as it is an important part of history. He added if he is reelected, he will donate his paycheck toward it.
Mr. Dworman replied he wants to preserve the books, but he does not know about the transcription.

Chairman Poelaert stated it could be kept at the library so kids could come in and look at it.

Mr. Dworman replied he looked through the book and it recorded births and deaths and Town meetings, but not other documented history that he saw. He added at that cost, they could ask if others would like to bid.

Chairman Poelaert replied he would pay for half the cost adding they could bring the CD to Staples and have it printed.

Ms. Pettinato stated it seems expensive for the transcription.

Police Chief Tim Connell arrived at the meeting at 6:40PM.

Mr. Dworman suggested a UNH student might want to take this on as a project and promised to call their history department tomorrow.

Chairman Poelaert stated he would call Bill from Kofile Technologies and ask them to transcribe 20 pages.

Roby Day and Ted Lloyd arrived at the meeting at 6:42PM.

**BIDS:** At 6:45PM, the Board opened the sealed bids for the Pound School renovations as follows:

Edward A. LeClair – Pound School window replacements, total materials and labor = $7,850 with $6,500 to begin work and $1,350 at completion.

Kevin Bean Associates – Bring Pound School building to current ADA codes = $26,900. Replace windows in building excluding bathroom and small window on gable end = $6,000.


Mr. Dworman stated these are really close bids.

Ms. Pettinato asked if Kevin Bean’s bid included a hot water heater and Chairman Poelaert replied it is a $200 item.

Mr. Dworman stated these were all thorough estimates.

Mr. Dworman **MOTIONED** to award the bid to JTC Construction for the total amount of $31,575 ($23,770 renovation plus $7,805 window replacement). Ms. Pettinato seconded. Motion carried 3-0.

Chairman Poelaert asked when JTC Construction could begin the project and Mr. Dworman replied 5-6 weeks.

Chairman Poelaert stated they will try to start the project at the beginning of a month to avoid interruption as much as possible to those who meet there.

Mr. Lloyd asked for a timeframe for completion (beginning to end) and Mr. Dworman replied 2-3 weeks.

Mr. Lloyd noted the used book store will have to be closed for a couple of weeks in April while the building is under construction. Chairman Poelaert noted there will be no bathroom available, as well.

Mr. Dworman noted the wall of bookshelves must come in a foot or so.

Chairman Poelaert stated they will email a target date and also arrange relocation of their file cabinets.

Mr. Day noted the stanchions must go and asked if the ramps will need to be enlarged and Chairman Poelaert replied they may need to enlarge them.
Mr. Dworman stated they may need to be bid separately as they were not part of the bid.

Mr. Day asked if they would install electronic door openers and Chairman Poelaert replied an automatic door isn’t called for, but they will look into it.

Mr. Lloyd stated Mr. Dittman mentioned the door was hung backwards and Mr. Dworman assured him it will be remedied.

Mr. Lloyd stated so sometime in May they may have a refurbished Pound School.

Mr. Dworman noted there will be room there for two or three file cabinets and Mr. Day added the file cabinets themselves are locking cabinets.

Chairman Poelaert stated there will be a new security system installed at the Pound School with passkey access that limits the times for access to the building.

Mr. Day and Mr. Lloyd thanked the Board and left the meeting at 7:05PM.

NONPUBLIC SESSION: Ms. Pettinato MOTIONED to go into a nonpublic session at 7:05PM 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 February 14, 2017. 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 7:42PM. Mr. Dworman seconded. Motion carried 3-0.

TOWN OF EPPING: The Board acknowledged receipt of correspondence from Gregory C. Dodge, Town Administrator for the Town of Epping dated January 31, 2017, which accompanied a check in the total amount of $2,206 representing reimbursement for ambulance services rendered to Fire Department Lt. Timothy Conti on July 23, 2016 by the Town of Epping’s ambulance.

PLANNING BOARD: The Board acknowledged receipt of Planning Board meeting minutes of their meeting held on January 19, 2017 for their review and information.

CALENDAR: The following dates were noted: 02/14-Fire Training 7:00PM, 02/15-Bills Due 8:00AM, 02/16-Planning Board Meeting 7:00PM, 02/20-President’s Day Holiday/Town Offices & Library Closed, 02/21-EMS Training Kingston Fire Station, 02/22-Bills, Bi-Weekly and Monthly Timesheets Due 8:00AM, 02/23-ZBA Meeting, 02/24-Grange Meeting 7:30PM, 02/27-Selectmen’s Meeting 6:30PM.

Chairman Poelaert MOTIONED to adjourn this Selectmen’s Public Meeting at 8:00PM. Ms. Pettinato seconded. Motion carried 3-0.

Respectfully submitted,

Cheryll A. Hurteau
Town Office Manager