TOWN OF EAST KINGSTON, NH  
SELECTMEN’S PUBLIC MEETING MINUTES  
WEDNESDAY, JULY 5, 2017  

5:30PM – Mark Brinkerhoff, Road Agent  
5:45PM – Tim Connell, Police Chief  


Others Attending: Mark Brinkerhoff, Dennis Quintal & Tim Connell.  

Chairman Dworman called this Selectmen’s Public meeting to order at 5:30PM.  

ROAD AGENT: The Board reviewed the Road Agent’s paving proposal from Bell & Flynn, LLC. The proposal lists 4 roads to be paved or partially paved. The proposal outlines the areas involved, the work involved, and the price for each road. Mr. Brinkerhoff reminded the Selectmen that when the work begins, some of the sides of the road with grass right up to the pavement will have to be shaved back to accommodate the reclaimer. He may have to cut back 12” to 18” in order to keep the grass out of the grinder’s way. After paving, gravel will be spread on the sides of the road in order to protect the pavement.  

Mr. Poelaert MOTIONED to proceed with the paving as outlined by the Road Agent, Mark Brinkerhoff. Chairman Dworman seconded. Motion carried 3-0.  

TOWN ENGINEER: The Board reviewed a memo to the Selectmen from Dennis Quintal dated July 3, 2017 in regard to the Highways of the Town. The hourly rate for equipment and labor to maintain the roads was discussed. Mr. Quintal pointed out the need to bring those rates up to today’s standard wages in order to attract the labor needed.  

The memo also gave the Selectmen Mr. Quintal’s progress on completing the final As-Built Plan for Clark and Rodam Roads.  

The memo also pointed out that many of the Town’s mailboxes are too close to the pavement and have been damaged when the plows are trying to clear the roads. Mr. Quintal would like to see that the residents are informed of the Town Policy and make them aware that the Town is not responsible for repair or replacement of their mailbox if damaged.  

The final note was regarding the Welcome Signs located on the edge of the state roads near the Town line and their need for repair.  

NONPUBLIC SESSION: Chairman Dworman MOTIONED to go into a nonpublic session at 6:03PM 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: Matthew B. Dworman –Yes, Erin J. Pettinato – Yes, & Richard S. Poelaert - 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 July 5, 2017. The results of the poll were: Matthew B. Dworman –Yes, Erin J. Pettinato – Yes, & Richard S. Poelaert - Yes.  

Chairman Dworman MOTIONED to adjourn this Selectmen’s Non-Public meeting at 6:20PM. Mr. Poelaert seconded. Motion carried 3-0.  

MINUTES: The Board reviewed the Selectmen’s Public & Non-Public Meeting minutes dated 06/19/17.  

Chairman Dworman MOTIONED to approve the Selectmen’s Public & Non-Public Meeting minutes dated 06/19/17 as presented. Ms. Pettinato seconded. Motion carried 3-0.
CHECK REGISTER/POLICE DETAILS: The Board reviewed the check register dated 06/21/17 – 06/30/17 in the amount of $112,206.60 and the police special detail list in the amount of $960.00 dated 06/16/17 – 06/22/17.

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

Chairman Dworman MOTIONED to approve and sign the check register dated 06/21/17 – 06/30/17 in the amount of $112,206.60 based upon Mr. Poelaert’s prior review. Ms. Pettinato seconded. Motion carried 3-0.

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

HOME OCCUPATIONS: The Board reviewed Home Occupation Permit renewals effective July 1, 2017 through June 30, 2018, noting they have paid their fees and there have been no changes since 2016 for the following:

Daniel T. Bodwell, Dan Bodwell & Sons “Biological Recycling Co”, 79 North Road, MBL #15-01-08
Timothy A. & Judith A. Bodwell, Bodwell’s Septic Service, LLC, 96 North Road, MBL #15-03-01
Lauralyne Conant, Eyelash Extensions, 47 North Road, MBL #15-01-12
Christopher Crowley, Horse Kneads, 153 North Road, MBL #16-02-03
Heather Crowley, Willow Road Watercolors & The Circle Studio, LLC, 137 Willow Road, MBL #05-01-03
Donna Reed Davis, Therapeutic Massage, 73 South Road, MBL #13-03-11
Norman Freeman, Jr., Freeman Logging, 52 Main Street, MBL #09-08-01
Norman Freeman, Sr., Freeman Family Custom Sawing, 52 Main Street, MBL #09-08-01
Matthew L. Gallant, Bob’s Septic Service, 120 Sanborn Road, MBL #07-03-07
Keith B. Moore, Atlantis Pool & Construction Company, 11 Ashlie Road, MBL #11-02-35
Anthony W. Moulton, Millpond Development, 6 Pine Woods, MBL #12-03-21
Joseph Oliveira, Bucovina Cuisines, 168 North Road, MBL #16-03-05
Peter Ridabock, Ridabock Glass, 65 Depot Road, MBL #09-04-08
Eric Varney, Seacoast Biker Gear, 58 North Road, MBL #15-03-08
Edward G. Warren, Warren’s Auto Repair, 31 Main Street, MBL #09-07-12

The Board further acknowledged the following Invisible Businesses noting they have paid their fees and there have been no changes since 2016:

Cheryl Doucette, The Still River Shop, 174 North Road, MBL #16-03-03
Christopher Leighton, Christopher Leighton Construction, 29 Stagecoach Road, MBL #12-03-07
Alan Mazur, FF Mech-Welding, LLC, 137 Haverhill Road, MBL #10-06-07
Christopher Mierswa, Sea of Green Lawn Care LLC, 61 Main Street, MBL #14-02-01
Joe Ortiz, Semper fi Fitness, 84 Sanborn Road, MBL #07-03-29
Reid Simpson, Reid’s Autobody, 35 Giles Road, MBL #16-02-09
Diana L. Whitmore, Diana’s Country Dog Inn, 108 Depot Road, MBL #04-02-11

Chairman Dworman MOTIONED to approve the Home Occupation Permit Renewals as listed above as well as the Invisible Businesses effective July 1, 2017 through June 30, 2018, noting they have paid their fees and there have been no changes since 2016. Ms. Pettinato seconded. Motion carried 3-0.

PURCHASING POLICY: The Board reviewed the updated Town of East Kingston Purchasing Policy and Procedures with the addition approved by the Board at the last Selectmen’s Meeting for a waiver under Section IV as follows:

Waiver. The Board of Selectmen may waive the RFP/RFQ process and choose a pre-qualified contractor to provide a service. A pre-qualified contractor is one who previously has provided a service to the Town of East Kingston which met or exceeded all requirements of the contract and the quality of the work met or exceeded the expectations of the Board of Selectmen.

The Board also reviewed section V. It was decided that line items a, b, and c would be eliminated which read as follows:
V. Cases not Requiring Bidding Procedure
The Town Office Manager may approve a purchase order without bid under the following conditions:
  a. Item is to be purchased under State or Federal Bid lists.
  b. Only one known source of purchase, and there is no comparable substitute product or service; written documentation supporting the sole source must be provided.
  c. Specific type or brand of supply or part necessary for acceptable operation of a machine or device, or as required by warranty or contract on the machine or device; written documentation supporting the purchase of a specific brand or part necessary for acceptable operation of a machine or device must be provided.
  d. An item or service that is required on an emergency basis.
  e. An item previously awarded within the past twelve (12) months, subject to approval of the Board of Selectmen.

The new paragraph would read as follows:

V. Cases not Requiring Bidding Procedure
The Town Office Manager may approve a purchase order without bid under the following conditions:
  a. An item or service that is required on an emergency basis.
  b. An item previously awarded within the past twelve (12) months, subject to approval of the Board of Selectmen.

**LUCT TAX:** The Board reviewed a Form A-5, Land Use Change Tax and corresponding Warrant in regard to Michael & Stacy Friedman for property located at 14 Joslin Road, MBL #07-02-15 for the total amount of $12,045 ($12,000 + Administrative Fee $25 + Recording Fee $20 = $12,045) for their approval and signature.

Chairman Dworman MOTIONED to approve and sign the Land Use Change Tax and corresponding Warrant in regard to Michael & Stacy Friedman for property located at 14 Joslin Road, MBL #07-02-15 for the total amount of $12,045 ($12,000 + Administrative Fee $25 + Recording Fee $20 = $12,045) as presented. Ms. Pettinato seconded. Motion carried 3-0.

**REQUEST FOR DISBURSEMENT:** The Board reviewed a Request for Disbursement of Funds from the Town Clerk/Tax Collector, Barbara A. Clark, for a property tax overpayment from Corelogic (PHH Mortgage Services) for property located at 66 Willow Road, MBL #08-02-01, for the total amount of $2,712.05.

Chairman Dworman MOTIONED to approve and sign the Request for Disbursement of Funds from the Town Clerk/Tax Collector, Barbara A. Clark, for a property tax overpayment from Corelogic (PHH Mortgage Services) for property located at 66 Willow Road, MBL #08-02-01, for the total amount of $2,712.05 as presented. Ms. Pettinato seconded. Motion carried 3-0.

**EOC:** The Board reviewed the 2017 East Kingston Radiological Emergency Response for Nuclear Facilities Plan as recommended by the Emergency Management Director, Michelle Cotton-Miller.

Based upon the recommendation of Michelle Cotton-Miller, Emergency Management Director, Chairman Dworman MOTIONED to adopt and for the Chairman to sign the 2017 East Kingston Radiological Emergency Response for Nuclear Facilities Plan as presented. Ms. Pettinato seconded. Motion carried 3-0.

**CALENDAR:** The following dates were noted: 07/04-Independence Day Holiday Observed-Town Offices and Library Closed, 07/08-Grange Workshop 9:00AM, 07/10-Conservation Commission Meeting 5:00PM, 07/11-Bills Due 12:00PM, Fire Training 7:00PM, 07/12-Bi-Weekly Timesheets Due 8:00AM, Fire Officers Meeting 7:00PM, 07/13-Friends of the Library Meeting 7:00PM, 07/14-Grange Meeting 7:30PM, 07/17-Selectmen’s Meeting 6:30PM.
Chairman Dworman *MOTIONED* to adjourn this Selectmen’s Public meeting at 6:50PM. Mr. Poelaert seconded. Motion carried 3-0.

Respectfully submitted,

Deborah R. Aubert
Administrative Assistant

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