TOWN OF EAST KINGSTON, NH  
SELECTMEN’S PUBLIC MEETING MINUTES  
MONDAY, SEPTEMBER 25, 2017

5:45PM – Building Inspector/Code Enforcement Officer-2018 Budget Requests  
6:00PM – Public Hearing – Clark & Rodam Roads  
6:15PM – Town Clerk/Tax Collector – 2018 Budget Requests  
6:30PM – Cemetery Trustees – 2018 Budget Request  
6:45PM – Fire Department/Emergency Management Budget Requests  


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

MINUTES: The Board reviewed the Selectmen’s Public Meeting minutes dated 09/11/17.  
Chairman Dworman MOTIONED to approve the Selectmen’s Public Meeting minutes dated 09/11/17 as presented. Mr. Poelaert seconded. Motion carried 2-0.  

The Board reviewed the Selectmen’s Non-Public Meeting minutes A & B dated 09/11/17.  
Chairman Dworman MOTIONED to approve the Selectmen’s Non-Public Meeting minutes A & B dated 09/11/17 as presented. Mr. Poelaert seconded. Motion carried 2-0.  

CHECK REGISTER/POLICE DETAILS: The Board reviewed the check register dated 09/13/17 – 09/22/17 in the amount of $48,672.15 and the police special detail list in the amount of $1,590.00 dated 09/05/17 – 09/16/17.  

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 09/13/17 – 09/22/17 in the amount of $48,672.15 based upon Mr. Poelaert’s prior review. Mr. Poelaert seconded. Motion carried 2-0.  

Chairman Dworman MOTIONED to approve and sign the police special detail list as presented. Mr. Poelaert seconded. Motion carried 2-0.  

ENERGY COMMITTEE: The Board reviewed Price Protection Agreements from Hartmann Oil & Propane as recommended by the Energy Committee for #2 Oil and Propane.  

Chairman Dworman MOTIONED to approve and sign the Price Protection Agreements from Hartmann Oil & Propane as recommended by the Energy Committee for #2 Oil and Propane. Mr. Poelaert seconded. Motion carried 2-0.  

NONPUBLIC SESSION: Chairman Dworman MOTIONED to go into a nonpublic session at 5:42PM 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: Matthew B. Dworman –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 September 25, 2017. The results of the poll were: Matthew B. Dworman –Yes & Richard S. Poelaert - Yes.  

Chairman Dworman MOTIONED to adjourn this Selectmen’s Non-Public meeting at 5:50PM. Mr. Poelaert seconded. Motion carried 2-0.  

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TRICK OR TREAT: Chairman Dworman stated Ms. Pettinato reported that according to a poll conducted of the parents of students attending East Kingston Elementary School, 66% of them supported changing Trick or Treat in East Kingston from October 30th of each year to October 31st of each year. He added that residents of the 55+ community also contend with many out-of-town trick or treaters who trick or treat in their town on the 31st and come to East Kingston on the 30th of each year and due to the volume of children, it is extremely expensive for them.

Chairman Dworman MOTIONED to conduct Trick or Treat in East Kingston for 2017 on Tuesday, October 31st and on the 31st of October from this date forward, based upon the overwhelming request of the Townspeople. Mr. Poelaert seconded. Motion carried 2-0.

BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER: Mr. John Moreau asked Ms. Hurteau to present the 2018 proposed budgets for Building Inspector/Code Enforcement Officer.

The Board acknowledged the 2017 Building Inspector budget was at $14,825, and the proposed budget is at $15,286, reflecting an increase of $461 for 2018.

Ms. Hurteau stated that Mr. Moreau has requested an increase of $400 to the line items for salaries, which will be offset by zeroing out the line item for miscellaneous expenses at $400 which covers mileage, dues, training and books.

The Board also acknowledged the 2017 Code Enforcement budget was at $1,665, and the proposed budget is at $1,718, reflecting an increase of $53 for 2018.

Ms. Hurteau explained Mr. Moreau requested an increase of $50 in Code Enforcement salary (plus a corresponding increase to FICA taxes of $3).

Chairman Dworman MOTIONED to approve the 2018 proposed Building Inspector budget in the total amount of $15,286. Mr. Poelaert seconded. Motion carried 2-0.

Chairman Dworman MOTIONED to approve the 2018 proposed Code Enforcement budget in the total amount of $1,718. Mr. Poelaert seconded. Motion carried 2-0.

TOWN CLERK/TAX COLLECTOR: Ms. Barbara Clark asked Ms. Hurteau to present the 2018 proposed budgets for the Town Clerk and Tax Collector.

The Board acknowledged the 2017 Town Clerk budget was at $70,588, and the 2018 proposed budget is at $71,680 reflecting an increase of $1,092.00. They also acknowledged the 2017 Tax Collector budget was at $55,254, and the 2018 proposed budget is at $55,876 reflecting an increase of $622.

Town Clerk: Ms. Hurteau stated the changes were due to a 50¢ per hour raise for the Assistant Town Clerk, a decrease of $230 for dues & subscriptions and an increase of $1,000 to OHRV/NH Fish & Game Registrations (reimbursed to the State).

Chairman Dworman MOTIONED to approve the 2018 budget for the Town Clerk in the total amount of $71,680, as presented. Mr. Poelaert seconded. Motion carried 2-0.

Ms. Hurteau noted the insurance benefit information is not yet received and may marginally change the bottom lines of budgets containing employees eligible for insurance benefits.

Tax Collector: Ms. Hurteau stated the changes were due to a 50¢ per hour raise for the Assistant Tax Collector and an increase of $300 for recording fees representing an overall increase of $622 from 2017.

Chairman Dworman MOTIONED to approve the 2018 budget for the Tax Collector in the total amount of $55,876 as presented. Mr. Poelaert seconded. Motion carried 2-0.
CEMETERY TRUSTEES: Ms. Hurteau presented the 2018 proposed budget for the Trustees of the Cemetery.

The Board acknowledged the 2017 Cemetery Trustees budget was at $21,941 and the 2018 proposed budget is at $15,417, representing a decrease of $6,524.

Ms. Hurteau noted the line item for the Cemetery Trustees Payment for property taxes at 2 Main Street was eliminated for the 2018 budget, an increase to the salary for a Cemetery Sexton, Cemetery Repair/Maintenance was increased by $943 and Miscellaneous Expenses were increased by $200.

Chairman Dworman MOTIONED to approve the 2018 budget for the Trustees of the Cemetery in the total amount of $15,417, as presented. Mr. Poelaert seconded. Motion carried 2-0.

PUBLIC HEARING: Chairman Dworman called the Public Hearing for Clark Road and Rodam Road to order at 6:00PM.

Chairman Dworman stated the Town received the waiver for the deceleration lane from the New Hampshire Department of Transportation this past week.

Chairman Dworman stated: “In accordance with RSA 231:8, the Board of Selectmen hereby conduct a public hearing to layout as public roads and accept Clark Road and Rodam Road as Class V Town maintained roads.”

Chairman Dworman asked if there were any comments and Mr. McMillan replied it sounds good to go.

Chairman Dworman MOTIONED to accept Clark Road and Rodam Road as Class V, town maintained roads. Mr. Poelaert seconded. Motion carried 2-0.

Mr. Poelaert asked Mr. McMillan to assist with asking residents of Clark and Rodam Roads to place mailboxes far enough off of the road to avoid being hit by snowplows.

Mr. McMillan replied they set their own mailbox to post office standards, but he will be happy to send out an e-mail.

Mr. McMillan asked for a timeline for top coating Clark and Rodam Roads and Chairman Dworman replied the Road Agent has been trying to set it up, but East Kingston is small and last on the list compared to bigger towns.

Mr. McMillan asked if they are all set to move forward making it a done deal at this point and Mr. Poelaert replied they will first get the ditch work done and the road itself is in pretty good shape, adding the Road Agent is trying to set up the top coating.

Mr. Poelaert stated the Town is always looking for volunteers and Mr. McMillan replied he has actually been considering volunteering, but wasn’t sure in what capacity.

Chairman Dworman stated they were looking for Cemetery Trustees who deal with the sale and deeding of burial lots and arrangements.

Ms. McMillan replied her husband would be perfect in that he is meticulous.

Mr. Poelaert asked Mr. McMillan to go home and think about it and he replied he doesn’t have to think about it, he is ready to help.

Chairman Dworman MOTIONED to appoint Stephen McMillan as an Interim Trustee of the Cemetery until the next Town Election. Mr. Poelaert seconded. Motion carried 2-0.

Mr. and Ms. McMillan thanked the Board and left the meeting at 6:17PM.

FIRE DEPARTMENT/AMBULANCE: Fire Chief Ed Warren met with the Board at 6:17PM to present the 2018 proposed budget for the Fire Department/Ambulance.
The Board acknowledged the 2017 Fire Department/Ambulance budget was at $211,033, and the 2018 proposed budget is at $234,824, representing an increase of $23,791.

Chairman Dworman asked Chief Warren to explain a 10% increase and he replied it is based on 2017 actual increases in costs. He added there are no pay raises included and increases are based upon increased ambulance calls and therefore, the need for increased station coverage.

Chairman Dworman MOTIONED to approve the 2018 budget for the Fire Department/Ambulance in the total amount of $234,824. Mr. Poelaert seconded. Motion carried 2-0.

EMERGENCY MANAGEMENT: Emergency Management Director, Michelle Cotton-Miller met with the Board at 6:22PM to present the 2018 proposed budget for Emergency Management.

The Board acknowledged the 2017 Emergency Management budget was at $45,999 and the 2018 proposed budget is at $54,251 representing an increase of $8,252.

Ms. Cotton-Miller stated the Emergency Management budget is up this year as a result of the scheduled Seabrook Station graded exercises, a table top exercise and CFE #1.

Chairman Dworman MOTIONED to approve the 2018 budget for Emergency Management in the total amount of $54,251. Mr. Poelaert seconded. Motion carried 2-0.

CONSERVATION COMMISSION: The Board acknowledged receipt of Conservation Commission minutes of their meeting held on July 10, 2017 for their review and information.

CALENDAR: The following dates were noted: 09/26-Bills Due 12:00PM, Fire Training 7:00PM, 09/27- Monthly Timesheets Due 8:00AM, 09/28-ZBA Meeting 7:00PM, 10/01-Fire Association Meeting 7:00PM, 10/03-Bills Due 12:00PM, 10/04- Bi-Weekly Timesheets Due 8:00AM, 10/7-Blood Drive 10:00AM-3:00PM, 10/9-Conservation Commission Meeting 5:00PM, Columbus Day Holiday Observed-Town Offices & Library Closed, 10/10- Bills Due 12:00PM, Fire Training 7:00PM, Selectmen’s Meeting 5:30PM.

Chairman Dworman MOTIONED to adjourn this Selectmen’s Public meeting at 6:30PM. Mr. Poelaert seconded. Motion carried 2-0.

Respectfully submitted,

Cheryll A. Hurteau
Town Office Manager

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