
Others Attending: Craig Charest.

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

MINUTES: The Board reviewed the Selectmen’s Public Meeting minutes dated 10/10/17.

Chairman Dworman MOTIONED to approve the Selectmen’s Public Meeting minutes dated 10/10/17 as presented. Ms. Pettinato seconded. Motion carried 3-0.

The Board reviewed the Selectmen’s Non-Public Meeting minutes A & B dated 10/10/17.

Chairman Dworman MOTIONED to approve the Selectmen’s Non-Public Meeting minutes A & B dated 10/10/17 as presented. Mr. Poelaert seconded. Motion carried 3-0.

CHECK REGISTER/POLICE DETAILS: The Board reviewed the check register dated 10/11/17 – 10/20/17 in the amount of $84,771.06 and the police special detail list in the amount of $3,090.00 dated 10/03/17 – 10/12/17.

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 10/11/17 – 10/20/17 in the amount of $84,771.06 based upon Mr. Poelaert’s prior review. Mr. Poelaert 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.

DRAGON MOSQUITO: The Board reviewed a 2018 contract from Dragon Mosquito Control, Inc. covering a Permit Application ($0), Surveillance ($5,000 per season July to mid-October) and Emergency Adulticiding ($4,000 per season August into October) for a total of $9,000.

It was noted there was no increase from the 2017 contract.

Chairman Dworman MOTIONED to approve and sign the 2018 contract from Dragon Mosquito Control, Inc. as stated above for the total amount of $9,000 as presented. Ms. Pettinato seconded. Motion carried 3-0.

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, 2017.

Chairman Dworman MOTIONED to approve and sign 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, 2017 as presented. Ms. Pettinato seconded. Motion carried 3-0.
APPOINTMENT: The Board reviewed the following appointment for approval as recommended by the Trustees of the Trust Funds in correspondence dated October 23, 2017:

Ronald F. Morales, Alternate Trustee of the Trust Funds, effective October 23, 2017 through December 31, 2018.

Chairman Dworman MOTIONED to approve the appointment as stated above based upon the recommendation of the Trustees of the Trust Funds in correspondence dated October 23, 2017. Mr. Poelaert seconded. Motion carried 3-0.

PLANNING BOARD: The Board acknowledged receipt of correspondence dated October 20, 2017 from the Planning Board recommending the approval of an invisible home occupation for Cynthia Ditucci, 3 Clark Road, MBL #10-04-08-01, d/b/a Ditucci Petroleum Carriers, Inc./Lawrence Tank for a home office and a business certificate with the following stipulations:

1. All standards listed under Article XVI, Paragraph C.-Home Occupation Standards.
2. No sign will be allowed as it qualifies as an invisible business.
3. Any change in the nature of the business or the scope shall be reviewed by the Planning Board for approval by the Board of Selectmen.
4. All outstanding or future fees and charges due to the Town and administrative costs incurred by the Town will be fully discharged.

Based upon the recommendation of the Planning Board, Mr. Poelaert MOTIONED to approve the invisible home occupation as described above. Chairman Dworman seconded. Motion carried 3-0.

WREATH OF REMEMBRANCE CEREMONY: The Board acknowledged receipt of correspondence dated October 16, 2017 from Geraldine Tilley whereby she respectfully requests permission to organize a Wreath of Remembrance Ceremony scheduled for Saturday, December 16, 2017 at 12:00PM at the Veterans Memorial Stone in front of the East Kingston Public Library and the laying of Wreaths of Remembrance on the gravesites of Veterans buried in East Kingston’s cemeteries between December 11, 2017 and December 16, 2017 with removal scheduled shortly after April 15, 2018.

It was noted the Cemetery Trustees have always supported this program and will be supporting it again this year.

Ms. Pettinato MOTIONED to approve permission to Geraldine Tilley to organize a Wreath of Remembrance Ceremony scheduled for Saturday, December 16, 2017 at 12:00PM at the Veterans Memorial Stone in front of the East Kingston Public Library and the laying of Wreaths of Remembrance on the gravesites of Veterans buried in East Kingston’s cemeteries between December 11, 2017 and December 16, 2017 with removal scheduled shortly after April 15, 2018. Mr. Poelaert seconded. Motion carried 3-0.

SNOWBLOWER: Ms. Hurteau requested the Board approve the purchase of a Toro Power Clear 721 R-C 38751 snow blower for use at the Town buildings, as previously discussed, with three quotes obtained for the total cost of $599.

Chairman Dworman MOTIONED to approve the purchase of a Toro Power Clear 721 R-C 38751 snow blower for use at the Town buildings. Ms. Pettinato seconded. Motion carried 3-0.

HEALTHTRUST: The Board acknowledged receipt of correspondence dated October 20, 2017 from the Town’s medical/dental/life/long-term disability insurer, HealthTrust, which revealed a 6.2% decrease in medical insurance renewal rates for 2018, an increase of 2.3% to dental insurance rates and decrease of 15% to long-term disability rates.

POLICE DEPT.: Police Sergeant Craig Charest presented the 2018 proposed budget for the Police Department.

The Board acknowledged the 2017 Police Department budget was at $760,227, and the proposed budget is at $770,001, reflecting an increase of $9,774 for 2018.

The Board members discussed personnel, the review process, costs associated with unleaded fuel and COLA increases.
Following discussion, Chairman Dworman MOTIONED to approve the Police Department budget for 2018 following the adjustment of salaries for the total amount of $770,001 as presented. Ms. Pettinato seconded. Motion carried 3-0.

**CONSERVATION COMMISSION:** Ms. Hurteau presented the 2018 proposed budget for the Conservation Commission.

The Board acknowledged the 2017 Conservation Commission budget was at $277,789 and the 2018 proposed budget is at $269,936, representing a decrease of $7,853.

Ms. Hurteau noted an increase of $1,000 as requested for milfoil treatment of the Powwow River and a decrease in interest for bond payments.

Chairman Dworman MOTIONED to approve the 2018 budget for the Conservation Commission in the total amount of $269,936, as presented. Mr. Poelaert seconded. Motion carried 3-0.

**RECREATION COMMITTEE:** Mr. Bryan Wall asked Ms. Hurteau to present the 2018 proposed budget for the Recreation Committee.

The Board acknowledged the 2017 Recreation Committee budget was at $12,000 and the 2018 proposed budget is at $12,000 representing a $0 increase.

Ms. Pettinato MOTIONED to approve the 2018 budget for the Recreation Committee in the total amount of $12,000, as presented. Mr. Poelaert seconded. Motion carried 3-0.

**SELECTMEN’S OFFICE:** The Board acknowledged the 2017 Selectmen’s budget was at $116,432 and the 2018 proposed budget is at $108,983, representing a decrease of $7,449.

Ms. Hurteau explained that increases and decreases were based upon actual 2017 expenses, pay increases for the Town Office Manager, Administrative Assistant and Custodian, an increase of $100 for equipment rental, an increase of $200 for telephone, a decrease of $300 for printing/publishing, an increase of $200 for dues/subscriptions, a decrease of $100 for general/custodial supplies, and a decrease of $2,020 for books/periodicals/preservation.

**TOWN ELECTIONS:** The Board acknowledged the 2017 Town Election budget was at $12,418 and the 2018 proposed budget is at $12,613, representing a decrease of $195.

**NON-TOWN ELECTIONS:** The Board acknowledged the 2017 Non-Town Election budget was at $0 as there were no non-town elections in 2017 and the 2018 proposed budget is at $13,284, reflecting an increase of $13,284.

Chairman Dworman MOTIONED to approve the 2018 Selectmen’s Office, Town Elections and Non-Town Election budgets as presented. Mr. Poelaert seconded. Motion carried 3-0.

**FINANCIAL ADMINISTRATION:** The Board acknowledged the 2017 Financial Administration/Audit/Treasurer/IT budget was at $111,885 and the 2018 proposed budget is at $107,442 representing a decrease of $4,443.

Ms. Hurteau noted pay increases for the Town Office Manager, Administrative Assistant (half of these salaries fall under the Selectmen’s budget and half fall under Financial Administration) and Custodian, an increase of $1,000 for processing services/direct deposit fees, a decrease of $3,325 in capital purchases, and an increase of $3,400 in non-capital purchases.

Chairman Dworman MOTIONED to approve the 2018 Financial Administration/Audit/Treasurer/IT budget for the total amount of $107,442 as presented. Ms. Pettinato seconded. Motion carried 3-0.

**CONTRACT SERVICES:** The Board acknowledged the 2017 Contract Services budget was at $342,581 and the 2018 budget is at $340,149 representing a decrease of $2,432.
Ms. Hurteau noted an increase in assessing contract service of $1,649 in accordance with the contract with Avitar Associates, a decrease of $2,171 in liability/property insurance, and an increase of $990 in workers’ compensation/unemployment compensation insurance.

Chairman Dworman MOTIONED to approve the 2018 Contract Services budget for the total amount of $340,149. Ms. Pettinato seconded. Motion carried 3-0.

**ANIMAL CONTROL/HEALTH/WELFARE:** The Board acknowledged the 2017 Animal Control/Health/Welfare budget was at $36,413 and the 2018 proposed budget is at $38,088, representing an increase of $1,675.

Ms. Hurteau noted a $1,275 increase in Social Services Funding requests and an increase of $400 to Welfare.

**PATRIOTIC/HISTORICAL COMMITTEE:** The Board acknowledged the 2017 Patriotic/Historical Committee budget was at $1,000 and the proposed 2018 budget is at $1,000, representing an increase of $0.

Chairman Dworman MOTIONED to approve the 2018 Animal Control/Health/Welfare and the Patriotic/Historical Committee budget as presented. Ms. Pettinato seconded. Motion carried 3-0.

**LEGAL:** The Board acknowledged receipt of correspondence dated October 17, 2017 from legal counsel in regard to Lead File: 220-2012-CV-100.

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

**TRUSTEES OF THE TRUST FUNDS:** The Board acknowledged receipt of Trustees of the Trust Funds minutes of their meeting held on August 3, 2017 for their review and information.

**CALENDAR:** The following dates were noted: 10/24-Bills Due 12:00PM, Fire Training 7:00PM, 10/25-Monthly Timesheets Due 8:00AM, 10/26-ZBA Meeting 7:00PM, 10/27-Grange Meeting 7:30PM, 10/31-Trick or Treat or Treat 5:00PM – 7:00PM, Bills Due 12:00PM, 11/01-Bi-Weekly Timesheets Due 8:00AM, Grange Meeting 6:30PM, 11/05-Fire Association Meeting 7:00PM, Daylight Savings Time Ends-FALL BACK!, 11/06- Selectmen’s Meeting 5:30PM.

Ms. Pettinato MOTIONED to adjourn this Selectmen’s Public meeting at 7:00PM. Chairman Dworman seconded. Motion carried 3-0.

Respectfully submitted,

Cheryll A. Hurteau
Town Office Manager

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

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