
Others Attending: Barbara Smith, Donald Briggs & Mike LePage.

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

MINUTES: The Board reviewed the Selectmen’s Public & Non-Public Meeting minutes A & B dated 11/06/17.

Chairman Dworman MOTIONED to approve the Selectmen’s Public & Non-Public Meeting minutes A & B dated 11/06/17 as presented. Mr. Poelaert seconded. Motion carried 3-0.

CHECK REGISTER/POLICE DETAILS: The Board reviewed the check register dated 11/08/17 – 11/17/17 in the amount of $207,708.65 and the police special detail list in the amount of $240.00 dated 11/14/17 – 11/14/17.

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 11/08/17 – 11/17/17 in the amount of $207,708.65 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. Mr. Poelaert seconded. Motion carried 3-0.

INVESTMENT POLICY: The Board tabled signing the Investment Policy until their meeting with Treasurer, Barbara Smith at 6:00PM.

HEALTH TRUST: The Board acknowledged receipt of the January 2018 Medical, Dental, Life & Long-Term Disability renewals from HealthTrust.

It was noted medical insurance rates will decrease by 6.2%, dental rates will increase by 2.3%, Long-Term Disability will decrease by 15% and there will be no change in rates for the life coverage for 2018.

Mr. Poelaert MOTIONED for the Chairman to sign the January 2018 Medical, Dental, Life & Long-Term Disability renewals from HealthTrust 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 Library:


Chairman Dworman MOTIONED to approve the appointment as stated above based upon the recommendation of the Trustees of the Library. Ms. Pettinato seconded. Motion carried 3-0.

WAGE CONTRACT: The Board reviewed a contract for wages of East Kingston employees for the year 2018.

Chairman Dworman MOTIONED to approve and sign the contract for wages of East Kingston employees for the year 2018. Mr. Poelaert seconded. Motion carried 3-0.
**EMPLOYEE BENEFIT PROGRAM:** The Board reviewed the Town of East Kingston Employee Benefit Program effective January 1, 2018 for their signature and approval.

Chairman Dworman stated the Board needs to consider how years of service are calculated as eligibility for benefits when an employee goes from part-time to full-time employment.

Following discussion, Ms. Pettinato **MOTIONED** for the wording “Every 2 years of service shall be credited as 1 year of full-time service upon transition from part-time to full-time status” be added to the Employee Benefit Program Document. Chairman Dworman seconded. Motion carried 3-0.

Ms. Pettinato **MOTIONED** to sign the Town of East Kingston Employee Benefit Program effective January 1, 2018, as amended. Mr. Poelaert seconded. Motion carried 3-0.

**DRAGON MOSQUITO:** The Board reviewed a Special Permit Application for Mosquito Control for 2018 as requested by Dragon Mosquito Control, Inc., noting it can take the State 120 days or more to complete this process, so turning in the signature page in a timely manner will ensure they will be able to start operations promptly in the spring.

Chairman Dworman **MOTIONED** to approve and sign the signature page for the Special Permit Application for Mosquito Control for 2018. Mr. Poelaert seconded. Motion carried 3-0.

**ABATEMENT:** The Board reviewed an application for an “In-House” abatement for Jeffrey A. & Susan L. Marston for property located at 36 Giles Road, MBL #16-04-01 to correct Avitar Associates of New England’s clerical error of inadvertently entering the land condition as 100 versus 10 resulting in an over assessment of the land for the area not in current use for the total amount of $1,015.57 as recommended in their correspondence dated November 13, 2017.

Chairman Dworman **MOTIONED** to approve the application for an “In-House” abatement for Jeffrey A. & Susan L. Marston for property located at 36 Giles Road, MBL #16-04-01 to correct Avitar Associates of New England’s clerical error of inadvertently entering the land condition as 100 versus 10 resulting in an over assessment of the land for the area not in current use for the total amount of $1,015.57 as recommended in their correspondence dated November 13, 2017 as presented. Ms. Pettinato seconded. Motion carried 3-0.

**LUCT:** The Board reviewed a Land Use Change Tax and corresponding Warrant for Jeffrey A. & Susan L. Marston for property located at 36 Giles Road, MBL #16-04-01 for the total amount of $505, based upon a letter of recommendation dated November 13, 2017 from the Town’s assessing company, Avitar Associates of New England, Inc.

Chairman Dworman **MOTIONED** to approve and sign the Land Use Change Tax and corresponding Warrant for Jeffrey A. & Susan L. Marston for property located at 36 Giles Road, MBL #16-04-01 for the total amount of $505, based upon a letter of recommendation dated November 13, 2017 from the Town’s assessing company, Avitar Associates of New England, Inc. Ms. Pettinato seconded. Motion carried 3-0.

**WETLANDS:** The Board reviewed correspondence dated November 16, 2017 from Conservation Commission Chairman, Dennis Quintal and a letter of response to be approved and signed by the Board in regard to a possible wetlands violation on the property of Peter D. & Marcy L. Boucher, 154 South Road, MBL #12-01-08.

Chairman Dworman **MOTIONED** to approve and sign the letter of response based upon the recommendation of Conservation Commission Chairman Dennis Quintal in regard to a possible wetlands violation on the property of Peter D. & Marcy L. Boucher, 154 South Road, MBL #12-01-08 as presented. Mr. Poelaert 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 2017 for the total amount of $6,121.

Chairman Dworman **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 2017 for the total amount of $6,121. Ms. Pettinato seconded. Motion carried 3-0.

CEMETERY TRUSTEES: The Board acknowledged receipt of a letter of resignation as a Trustee of the Cemeteries from H. F. Lewandowski, Jr., effective midnight on November 15, 2017.

INVESTMENT POLICY: Ms. Barbara Smith, Treasurer met with the Board at 5:55PM to conduct the annual review of the Town’s Investment Policy.

Ms. Smith stated she recommended no changes to the Town’s current Investment Policy.

Ms. Smith continued she invested money from the General Fund into CD’s this past year yielding a total of $2,054.02 in interest in 2017. She added she layered them into 30-day, 60-day and 90-day CD’s while leaving approximately $1,000,000.00 in the General Fund each month to meet payroll and accounts payable demands.

Ms. Smith stated she will continue to invest in CD’s in 2018.

Mr. Poelaert stated Ms. Smith did great work and both Chairman Dworman and Ms. Pettinato thanked her so much for her hard work.

Chairman Dworman **MOTIONED** to approve the Investment Policy with no changes as presented. Mr. Poelaert seconded. Motion carried 3-0.

The Board thanked Ms. Smith for meeting with them and she left at 6:00PM.

HOLIDAYS: The Board reviewed the list of 2018 holidays for their approval.

Chairman Dworman **MOTIONED** to approve the 2018 holidays as presented. Ms. Pettinato seconded. Motion carried 3-0.

TRUSTEES OF THE LIBRARY: Ms. Hurteau stated the Trustees of the Library recommended the purchase of an Amazon Gift Card as a token of the Town’s appreciation to Barbara Williams for her years of service as a Trustee of the Library.

Chairman Dworman **MOTIONED** to approve the purchase of a $100 Amazon Gift Card for Barbara Williams. Ms. Pettinato seconded. Motion carried 3-0.

WREATHS ACROSS AMERICA: Mr. Poelaert stated the Board recently discussed making a donation to Wreaths Across America to sponsor the laying of wreaths of Veterans buried in East Kingston cemeteries and suggested making a $200 donation on behalf of the Town.

Chairman Dworman **MOTIONED** to donate $200 to Wreaths Across America to sponsor the laying of wreaths of Veterans buried in East Kingston cemeteries. Ms. Pettinato seconded. Motion carried 3-0.

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 November 21, 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 7:30PM. Mr. Poelaert seconded. Motion carried 3-0.

**SOLID WASTE & RECYCLING COMMITTEE:** The Board acknowledged receipt of minutes of the October 18, 2017 Solid Waste & Recycling Committee meeting for their review and information.

**CONSERVATION COMMISSION:** The Board acknowledged receipt of minutes of the September 11, 2017 and October 9, 2017 Conservation Commission meetings for their review and information.

**PLANNING BOARD:** The Board acknowledged receipt of minutes of the November 16, 2017 Planning Board meeting for their review and information.

**NHDES:** The Board acknowledged receipt of NHDES Management Files #2017-03305 & #2017-03206 for notices of possible wetlands violations.

**CALENDAR:** The following dates were noted: 11/21-Bills Due 12:00PM, EMS Training/Kingston Fire Station 7:00PM, 11/23 & 11/24-Thanksgiving Day Holiday Observed-Town Offices & Library Closed, 11/28-Monthly Timesheets Due 8:00AM, Bills Due 12:00PM, Fire Training 7:00PM, 11/29-Bi-Weekly Timesheets Due 8:00AM, 12/04- Selectmen’s Meeting 5:30PM.

Chairman Dworman MOTIONED to adjourn this Selectmen’s Public meeting at 7:35PM. Mr. Poelaert seconded. Motion carried 3-0.

Respectfully submitted,

Cheryll A. Hurteau  
Town Office Manager

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