TOWN OF EAST KINGSTON, NH
SELECTMEN'S PUBLIC MEETING MINUTES
MONDAY, JANUARY 29, 2018

6:00PM – Mark Brinkerhoff, Road Agent
6:15PM – Sharon Marston, Historical Committee
6:30PM – Mike LePage – Interim Police Administrator

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

Others Attending: Mark Brinkerhoff, Sharon Marston, Mike LePage, Clayton Jervis, Laurel Urwick, Amy Head & Ed Warren.

MINUTES: The Board reviewed the Selectmen’s Public Meeting minutes dated 01/09/18.
Ms. Pettinato MOTIONED to approve the Selectmen’s Public Meeting minutes dated 01/09/18 as presented. Mr. Poelaert seconded. Motion carried 3-0.

CHECK REGISTER/POLICE DETAILS: The Board reviewed the check register dated 01/09/18 – 01/26/18 in the amount of $167,332.34 and the police special detail list in the amount of $705.00 dated 01/02/18 – 01/23/18.
It was noted that Mr. Poelaert reviewed the accounts payable prior to its approval at this meeting.
Ms. Pettinato MOTIONED to approve and sign the check register dated 01/09/18 – 01/26/18 in the amount of $167,332.34 based upon Mr. Poelaert’s prior review. Chairman Dworman seconded. Motion carried 3-0.
Chairman Dworman MOTIONED to approve the police special detail list in the amount of $705.00 dated 01/02/18 – 01/23/18 as presented. Ms. Pettinato seconded. Motion carried 3-0.

VETERANS' EXEMPTIONS: The Board reviewed the following application for an All Veterans’ Exemption noting all the criteria has been met for approval:
Richard D. Barbett, 3 Blueberry Lane, MBL #08-02-07-46, $500
Ms. Pettinato MOTIONED to approve the All Veterans’ Exemption for Richard D. Barbett for $500 based upon all the criteria has been met for approval, as presented. Mr. Poelaert seconded. Motion carried 3-0.
The Board reviewed the following application for a Regular Veterans’ Exemption noting all the criteria has been met for approval:
Carlisle I. Mosley, 13 Maplevale Road, MBL #08-02-46-18A, $500
Ms. Pettinato MOTIONED to approve the Regular Veterans’ Exemption for Carlisle I. Mosley for $500 based upon all the criteria has been met for approval, as presented. Mr. Poelaert seconded. Motion carried 3-0.

ABATEMENT: The Board reviewed the following Application for Abatement as well as correspondence dated January 2, 2018 from the Town’s assessing company, Avitar Associates of New England, Inc., recommending the abatement be denied:
Christopher & Amanda Hawkes, 4 Rodam Road, MBL #10-04-08-04
Chairman Dworman MOTIONED to deny the Application for Abatement for Christopher & Amanda Hawkes as stated above, based upon the recommendation of Avitar Associates of New England, Inc. in correspondence dated January 2, 2018. Ms. Pettinato seconded. Motion carried 3-0.
CLARK & RODAM ROADS: The Board reviewed a legal “Return” to be approved, signed and placed on file with the Town Clerk/Tax Collector’s Office in conjunction with RSA 231:16, Laying Out Highways as follows:

“On September 25, 2017, the East Kingston Board of Selectmen did lay out Clark Road and Rodam Road, together with all easements associated therewith, as Class V highways, as shown on the subdivision plan entitled “Subdivision Plan – A1 Proposed Residential Subdivision Debross Builders, Inc.,” by Glenn & Kathleen Clark, dated May 3, 2007 and recorded in the Rockingham County Registry of Deeds as Plan #D34687, excepting the deceleration lane for which the Town secured a waiver from the New Hampshire Department of Transportation.”

Chairman Dworman MOTIONED to approve and sign the legal “Return” as described above as presented. Ms. Pettinato seconded. Motion carried 3-0.

SELECTMEN’S INSERT: The Board reviewed the 2018 Selectmen’s Insert for their approval and signature.

Chairman Dworman MOTIONED to approve and sign the 2018 Selectmen’s Insert as presented. Mr. Poelaert seconded. Motion carried 3-0.

MS-535: The Board reviewed the 2018 MS-535, Financial Report of the Budget, for the period ending December 31, 2017 for their approval and signature.

Chairman Dworman MOTIONED to approve and sign the 2018 MS-535, Financial Report of the Budget, for the period ending December 31, 2017 as presented. Ms. Pettinato seconded. Motion carried 3-0.

APPOINTMENTS: The Board reviewed the following appointments to the Historical Committee effective January 29, 2018 through December 31, 2018 for approval:


Chairman Dworman MOTIONED to approve the appointments to the Historical Committee effective January 29, 2018 through December 31, 2018 as stated above. Ms. Pettinato seconded. Motion carried 3-0.

HOME OCCUPATION: The Board reviewed correspondence dated January 21, 2018 from the Planning Board in which they recommend approval of a Home Occupation for James Watkins, 130 Sanborn Road, MBL #07-03-06 d/b/a Jamco Excavators, LLC for a home office and storage of excavating machinery with the following conditions of approval:

1. Six (6) vehicles all inclusive (including vehicles, trailers and equipment, operating or not) – personal vehicles are excluded. 2. Three (3) employees (consisting of one resident employee and two (2) non-residents), 3. Hours of operation 6:30am to 5:30pm, Monday through Saturday, 4. All vehicles and equipment stored inside or behind outbuildings with no more than two (2) vehicles stored outside, 5. An initial inspection of the vehicle repair shop by the Fire Department, 6. Perimeter containment for the storage material, 7. Materials storage area limited to ¾ of an acre, 8. Any change in the nature of the business, its scope, or number of employees shall be reviewed by the Planning Board for approval by the Board of Selectmen, 9. All outstanding or future fees and charges due the Town and administrative costs incurred by the Town will be fully discharged.

Based upon the recommendation of the Planning Board, Chairman Dworman MOTIONED to approve and sign the Home Occupation for James Watkins, 130 Sanborn Road, MBL #07-03-06 d/b/a Jamco Excavators, LLC for a home office and storage of excavating machinery with the conditions of approval as described above. Mr. Poelaert seconded. Motion carried 3-0.

WARRANT ARTICLE: Ms. Hurteau informed the Board a typographical error on the 2018 warrant listed the amount in warrant article #7 in regard to establishing a cistern/hydrant repair/replace capital reserve fund as $10,000 has been corrected to $15,000.
Chairman Dworman **MOTIONED** to amend warrant article #7 to read as follows:

7. To see if the Town will vote to establish a cistern/hydrant repair/replace Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of repairing or replacing existing cisterns or hydrants and to raise and appropriate the sum of fifteen thousand dollars ($15,000) to be placed in this fund. Further, to name the Board of Selectmen as agents to expend from said fund. MAJORITY VOTE REQUIRED (The Board of Selectmen recommend approval of this article: 3-0 Board Vote).

Ms. Pettinato seconded. Motion carried 3-0.

**CLAYTON JERVIS:** Police Corporal Clayton Jervis asked the Board if they have a tuition reimbursement program as he has been accepted at SNHU to pursue a master’s degree in criminal justice.

Chairman Dworman stated the Town did not have a tuition reimbursement program in place and asked what the cost would be. Corporal Jervis replied he would need 12 courses at a cost of $1,800 each for a total of $21,600.00.

Chairman Dworman asked if he could apply for financial aid and Corporal Jervis replied there are no grants or federal grants available.

Chairman Dworman stated Corporal Jervis missed the deadline for financial assistance and there is no policy in place now, but it is something to think about town-wide or case by case. He added it would have to be budgeted in the Police Department budget.

Chairman Dworman stated they will talk about it and he likes the idea of paying at least a percentage. Corporal Jervis replied they do not need to answer tonight.

**85 MAIN STREET:** The Board acknowledged receipt of correspondence from Nathan Drown of 85 Main Street requesting the Board correct the data on his property tax card following his request for a 2017 Tax Abatement and the response received from Avitar Associates of New England, Inc., the Town’s assessing company.

It was noted that a letter of response was mailed to Mr. Drown and Avitar Associates of New England, Inc. scheduled an appointment and met with Mr. Drown on Thursday, January 25, 2018 at 10:00AM.

**POLICE DEPT.:** The Police Department requested $12,833.50 be encumbered from their 2017 budget for radios ordered in 2017 that will be delivered and invoiced in 2018.

It was noted the auditors, Plodzik & Sanderson, PA have recorded this amount as an encumbrance and requested the Board vote to finalize the request.

Chairman Dworman **MOTIONED** to retroactively approve the encumbrance of $12,833.50 from the 2017 Police Department budget for radios ordered in 2017 that will be delivered and invoiced in 2018. Mr. Poelaert seconded. Motion carried 3-0.

**ROAD AGENT:** Mark Brinkerhoff, Road Agent met with the Board at 5:55PM.

Mr. Brinkerhoff provided plans received from the NH Department of Transportation for the bridge replacement scheduled this summer on Route 107A.

Chairman Dworman asked if Mr. Brinkerhoff would be interested in becoming the Town’s cemetery sexton and he replied he spoke with Mike Benjamin who told him the position also required documentation and recording keeping, but he would like to know exactly what the position entails.

It was determined Mr. Brinkerhoff will continue discussions with Mike Benjamin on the subject.
Mr. Brinkerhoff stated it has always been sort of an unofficial policy for residents to have permission to take a 5-gallon pail of sand from the salt shed area and he has concerns about people slipping and falling after the last rain/ice event and also concerns with residents lining-up with their vehicles and impeding the progress of the salt/sand trucks trying to load up to keep the roads safe.

Following discussion, it was determined Mr. Brinkerhoff would work on verbiage for a sign to be placed by a separate sand pile outlining the rules such as one 5-gallon pail per resident, residents of East Kingston only, no access during storms, enter at your own risk, etc. and it would then be run by Town Counsel before purchasing the sign.

Mr. Brinkerhoff stated John Connolly will be retiring and he will be sad to see him go, but happy for him. Chairman Dworman replied they will do something in honor of John.

Mr. Brinkerhoff promised to sit down with the Board and talk about the position of cemetery sexton at another time.

The Board thanked Mr. Brinkerhoff for meeting with them and he left the meeting at 6:10PM.

**HISTORICAL COMMITTEE:** Sharon Marston, along with other members of the Historical Committee met with the Board at 6:10PM.

Chairman Dworman stated the Board just signed appointments for the Historical Committee and Ms. Marston promised to email the other members to remind them to come in and sign their appointments with the Town Clerk/Tax Collector’s office.

Chairman Dworman noted there were 16 appointments to the Historical Committee and stated the number was investigated with NHMA legal assistance and where the Historical Committee was first established as an informal committee appointed by the Selectmen, they are allowed to have more members. He added they may want to establish “voting officers” or set a number of voting members and have others as alternate members.

Ms. Marston asked what the Board would like to see the Historical Committee do and Chairman Dworman replied preservation. Mr. Poelaert added he would like to see historical items cataloged and stored in one location as they are presently at the Town Hall, Pound School and Railroad Depot Building.

Ms. Marston stated they would also like to have Old Home Days again to bring the community together.

The condition of and use of the Railroad Depot Building was discussed as well as the possibility of the committee becoming a non-profit 501c3. Corporal Jervis offered to give the Committee guidance on the procedure.

Chairman Dworman stated after years without interest in a Historical Committee, it is great Ms. Marston was able to throw together so many members and revived interest in the committee.

The Board thanked members of the Historical Committee for meeting with them and they left the meeting at 6:25PM.

Corporal Jervis left the meeting at 6:25PM.

**NONPUBLIC SESSION:** Chairman Dworman MOTIONED to go into a nonpublic session at 6:25PM 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, 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 January 29, 2018. 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.

FIRE DEPT.: Fire Chief Ed Warren met with the Board at 7:30PM.

Chief Warren informed the Board he recently had an x-ray on his ankle and the good news is there is no displacement and no surgery required, so he will be back to full duty in four weeks.

Chief Warren asked the Board if they had any questions for him and Mr. Poelaert replied there was a complaint at the Budget Hearing about payroll costs for the Fire Department and asked if it was necessary to have station coverage on Saturdays.

Chief Warren replied there is one employee on station duty on Saturdays from 6:00AM – 6:00PM, and two employees on station duty Monday through Friday from 6:00AM – 6:00PM. He added payroll has gone up and he based his 2018 budget on actual costs.

Chief Warren continued, in 2018, to date, the Fire Department has had 33 calls, which is equal to 1.2 calls per day, including 3 drug overdoses with 2 surviving and 1 fatality. He added out of the 33 calls, 27 calls have occurred between 6:00AM and 6:00PM with the rest in the evening.

Chief Warren stated some of their calls have been mutual aid calls, but Fire Departments must give mutual aid to receive mutual aid. He added he can justify the numbers. These are real numbers and it is what it is and he never asks for extra in his budgets. Ms. Pettinato replied the number of overdoses was eye opening.

Chief Warren stated per capita in the State of New Hampshire, this Town has a large number of overdoses. He added he is currently restructuring duty shifts.

Mr. Poelaert asked if Chief Warren could couple a higher paid employee with a lower paid employee on duty shifts and he replied it is all based upon certifications and who has the highest level of certifications as medics can do more. Chairman Dworman agreed that what Chief Warren is saying makes sense.

Chief Warren stated it wouldn’t be fair to do it otherwise as these employees pay for and get their certifications on their own, so we must let them use them.

NONPUBLIC SESSION: Chairman Dworman MOTIONED to go into a nonpublic session at 7:40PM under RSA 91-A-3, II: para. (b) The hiring of any person as a public employee. The Board was polled & 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 January 29, 2018. 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 7:45PM. Mr. Poelaert seconded. Motion carried 3-0.

LAUREL URWICK: Ms. Urwick stated she signed up to run for Selectman and wondered if the Board members had any advice for her.

Ms. Pettinato replied you need to be thick skinned and Chairman Dworman added you can receive calls at any time.

Ms. Urwick stated if elected she would serve her 3-year term and then travel the world.

Ms. Pettinato welcomed Ms. Urwick to email any questions she may have and they will do their best to answer them.

The Board thanked Ms. Urwick for attending and she left the meeting at 7:48PM.
CONSERVATION COMMISSION: The Board acknowledged receipt of Conservation Commission minutes of their meeting held on December 11, 2017 for their review and information.

PLANNING BOARD: The Board acknowledged receipt of Planning Board minutes of their meeting held on January 18, 2018 for their review and information.

CALENDAR: The following dates were noted: 01/30-Bills Due 12:00PM, 02/04-Fire Association Meeting Fire Station 7:00PM, 02/06-Bills Due 12:00PM, 1st Deliberative Session, EKES 7:00PM, 02/07-Bi-Weekly Timesheets Due 8:00AM, 02/09-Grange Meeting Pound School, 02/12-Selectmen’s Meeting 5:30PM, Conservation Commission Meeting Town Offices 5:00PM.

Mr. Poelaert MOTIONED to adjourn this Selectmen’s Public meeting at 7:50PM. 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