
Others Attending: Mike LePage, Stephen McMillan, Barbara Clark, Jim Clark, Matt Walsh & John Deloia.

Chairman Pettinato called this Selectmen’s Public meeting to order at 6:30PM.

MINUTES: The Board reviewed the Selectmen’s Public Meeting minutes dated 07/02/18.

Chairman Pettinato MOTIONED to approve the Selectmen’s Public Meeting minutes dated 07/02/18 as presented. Mr. Poelaert seconded. Motion carried 3-0.

CHECK REGISTER/POLICE DETAILS: The Board reviewed the check register dated 07/03/18 – 07/13/18 in the amount of $792,502.77 and the police special detail list in the amount of $1,890.00 dated 06/26/18 – 07/08/18. It was noted that Mr. Poelaert reviewed the accounts payable prior to its approval at this meeting.

Mr. Poelaert MOTIONED to approve and sign the check register dated 07/03/18 – 07/13/18 in the amount of $792,502.77 based upon his prior review. Chairman Pettinato seconded. Motion carried 3-0.

Chairman Pettinato MOTIONED to approve the police special detail list as presented. Mr. Poelaert seconded. Motion carried 3-0.

HOME OCCUPATION: The Board reviewed the following Home Occupation Permit renewal effective July 1, 2018 through June 30, 2019, noting they have paid their fee and there have been no changes since 2017:

James R. Keegan, Keegan Concrete, Inc., 59 North Road, MBL #15-01-05

Chairman Pettinato MOTIONED to approve the Home Occupation Permit Renewal as listed above effective July 1, 2018 through June 30, 2019, noting they have paid their fee and there have been no changes since 2017. Mr. Poelaert seconded. Motion carried 3-0.

PLODZIK & SANDERSON: The Board reviewed the 2017 Representation Letter from Plodzik & Sanderson, PA, the Town’s auditing firm in regard to the Town’s 2017 audit for their approval and the Chairman’s signature.

Chairman Pettinato MOTIONED to approve and for the Chairman to sign the 2017 Representation Letter as described above. Mr. Poelaert seconded. Motion carried 3-0.

TOWN POLICIES: During review of the Town’s policies by Plodzik & Sanderson, PA for the 2017 audit, it was their recommendation that the Board of Selectmen conduct regular review and reaffirmation or revision of such policies to ensure they are being kept current.

The Board members were provided with photocopies of the Cash Receipts/Deposit Policy, Computer Use Policy and the Employee Benefit Program for their review and recommendations, noting they will review several policies at upcoming meetings until all policies have been reviewed.

Mr. Poelaert MOTIONED to approve and sign the Cash Receipts/Deposit Policy and Computer Use Policy as presented, noting the Employee Benefit Program will be addressed this coming December for 2019. Mr. Lyons seconded. Motion carried 3-0.
WASTE MANAGEMENT: The Board acknowledged receipt of correspondence dated July 3, 2018 from Waste Management informing them per a provision in their agreement with the Town of East Kingston, effective July 1, 2018, the Town will see a decrease in their FSC (Fuel Service Charge) adjustment. The Town currently receives a credit of $282.52 per month per month and this credit will decrease to $166.74 per month for six months, effective July 1, 2018 through December 31, 2018.

POLICE DEPT.: Police Chief, Mike LePage met with the Board at 6:48PM to provide his monthly update on the Police Department and offered the following:
- The 4 remaining spike strips were sold for $1,200 each.
- The new black cruiser is currently in Newington being outfitted.
- The 2015 cruiser damage was covered by Primex (the Town’s insurance company) and Foss Motors paid one half of the $1,000 deductible, so the cruiser will first go to Bump & Grind for the body work, then have the decal work redone.
- East Kingston now owns the four Humvees so they can be liquidated if the Board so chooses.

Mr. Poelaert stated they can keep two of the Humvees and sell the other two and Chief LePage added they should keep the marked Humvee for police detail work and he will submit forms to the Town Clerk in order to receive the actual titles for all four Humvees.

NONPUBLIC SESSION: Chairman Pettinato MOTIONED to go into a nonpublic session at 6:55PM 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: Erin J. Pettinato –Yes, Richard S. Poelaert – Yes, & Justin B. Lyons - 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 16, 2018. The results of the poll were: Erin J. Pettinato –Yes, Richard S. Poelaert – Yes, & Justin B. Lyons - Yes.

Chairman Pettinato MOTIONED to adjourn this Selectmen’s Non-Public meeting at 7:12PM. Mr. Lyons seconded. Motion carried 3-0.

CEMETERY TRUSTEES: Stephen McMillan, Barbara Clark and Jim Clark, Trustees of the Cemetery met with the Board at 7:12PM.

Mr. McMillan updated the Board on how things have been going since the re-opening of the Cemeteries on April 15th in regard to burials and their work on documentation while noting the Cemetery Sexton, Mark Brinkerhoff is doing a great job. He added they would like to hire an alternate or deputy Cemetery Sexton at Mark’s request to eventually take over the job, but the rate of pay seems low as far as getting someone to commit to the job.

Mr. Poelaert asked if they had anyone in mind and Mr. McMillan replied he doesn’t know enough people, but Mark Brinkerhoff started weeding the roses at Union Cemetery, but lacks the time to devote to it and there is a lady that is interested in doing that type of work. Ms. Clark added they need someone to do pruning and mulching.

Mr. McMillan noted they recently received complaints about the condition of the grass, but it has been extremely dry and they can’t change the weather. He added the weeds do seem to be long and he was happy with the mowing contractor up until the last two weeks.

Mr. McMillan asked if they should ask for bids to do the mulching, weeding, etc. and Mr. Lyons replied they should solicit prices from three people and Chairman Pettinato confirmed the bid policy states that informal bids may be utilized up to $3,000.

Various issues were discussed and Chairman Pettinato commented the cemetery lots need to be digitized at some point.

Ms. Clark replied Hillside Cemetery needs to be digitized and Mr. Poelaert suggested contacting other towns to see if they did the same thing recently.
Mr. Lyons suggested utilizing ground penetrating radar.

The Board thanked Mr. McMillan, Ms. Clark and Mr. Clark for meeting with them and they left at 7:40PM.

**ECKMAN CONSTRUCTION:** John Deloia and Matt Walsh of Eckman Construction requested the Board’s time to discuss payment for a survey performed at the site of the Fire Station and Town Hall.

Mr. Deloia stated the Town wanted a survey and Eckman Construction wanted a purchase order to begin the work then “correctly or incorrectly” began the survey work and now would like the surveyor to be paid for the work.

The Board discussed the details of the transaction while noting the Town at the time had requested the inclusion of a bid from Civil Construction as a local civil engineer and that did not happen, adding they never approved the work of their surveyor.

Further discussion ensued with Mr. Deloia offering, “If we overstepped, say so, we want to pay the surveyor.”

Mr. Poelaert stated Eckman’s surveyor just showed-up before the Town agreed to use his services so the fault is his own and Mr. Lyons pointed out it is customary for the contractor to place a certificate of insurance on file with the Town before work begins and that also did not happen.

In the end, Mr. Deloia stated “If you feel you didn’t ask for the services and we made a mistake, we’ll leave.”

Mr. Walsh and Mr. Deloia left the meeting at 7:52PM.

**NONPUBLIC SESSION:** Chairman Pettinato MOTIONED to go into a nonpublic session at 7:52PM 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: Erin J. Pettinato –Yes, Richard S. Poelaert – Yes, & Justin B. Lyons - 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 16, 2018. The results of the poll were: Erin J. Pettinato –Yes, Richard S. Poelaert – Yes, & Justin B. Lyons - Yes.

Chairman Pettinato MOTIONED to adjourn this Selectmen’s Non-Public meeting at 8:23PM. Mr. Lyons seconded. Motion carried 3-0.

**CONSERVATION COMMISSION:** The Board acknowledged receipt of Conservation Commission minutes of their meetings held on May 14, 2018 and June 11, 2018 for their review and information.

**CALENDAR:** The following dates were noted: 07/17-Bills Due 12:00PM, EMS Training/Kingston Fire Station 7:00PM, 07/18-Solid Waste & Recycling Committee Meeting 5:00PM, 07/19-Planning Board Meeting 7:00PM, 07/24-Bills & Timesheets Due 12:00PM, Fire Training 7:00PM, 07/26-ZBA Meeting (as needed), 07/27-Grange Meeting 7:30PM, 07/30-Selectmen’s Meeting 6:30PM.

Mr. Lyons MOTIONED to adjourn this Selectmen’s Public meeting at 8:25PM. Chairman Pettinato seconded. Motion carried 3-0.

Respectfully submitted,

Cheryll A. Hurteau
Town Office Manager