

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

MINUTES: The Board reviewed the Selectmen’s Public and Non-Public Meeting minutes A & B dated 08/27/18.

Chairman Pettinato MOTIONED to approve the Selectmen’s Public and Non-Public Meeting minutes A & B dated 08/27/18 as presented. Mr. Poelaert seconded. Motion carried 2-0.

CHECK REGISTER/Police DETAILS: The Board reviewed the check register dated 08/29/18 – 09/07/18 in the amount of $665,324.80 and the police special detail list in the amount of $3,780.00 dated 08/21/18 – 09/01/18. It was noted that Mr. Poelaert reviewed the accounts payable prior to its approval at this meeting.

Chairman Pettinato MOTIONED to approve and sign the check register dated 08/29/18 – 09/07/18 in the amount of $665,324.80 based upon Mr. Poelaert’s prior review. Mr. Poelaert seconded. Motion carried 2-0.

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

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 Mailbox Policy, Safety Policy and the Sexual Harassment Policy for their review and recommendations, noting they will review several policies at upcoming meetings until all policies have been reviewed.

It was noted the additional line Mr. Poelaert suggested at the last meeting was incorporated into the Mailbox Policy that mailboxes must be placed 48” back from the edge of the road as outlined in USPS policies.

Chairman Pettinato MOTIONED to approve and sign the Mailbox Policy as presented. Mr. Poelaert seconded. Motion carried 2-0.

Chairman Pettinato MOTIONED to approve and sign the Safety Policy as presented. Mr. Poelaert seconded. Motion carried 2-0.

Chairman Pettinato MOTIONED to approve and sign the Sexual Harassment Policy as presented. Mr. Poelaert seconded. Motion carried 2-0.

APPOINTMENT: The Board reviewed the following appointment for their approval and signature, noting this appointment was recommended by the Trustees of the Cemetery:

Diane M. Amero, Assistant Cemetery Trustee, September 10, 2018 through December 31, 2018

Based upon the recommendation of Trustees of the Cemetery, Chairman Pettinato MOTIONED to approve and sign the appointment for Diane M. Amero as stated above. Mr. Poelaert seconded. Motion carried 2-0.
DEBORAH HOBSON: The Board acknowledge receipt of correspondence dated September 4, 2018 from Deborah Hobson, who has registered as a candidate for State Representative for District 35 in the November 2018 election. District 35 consists of East Kingston, Newton, South Hampton and Kensington.

Ms. Hobson noted she is running for the seat formerly held by Dick Gordon.

96 NORTH ROAD: The Board acknowledged receipt of correspondence dated September 7, 2018 from Michelle Chetwynd in regard to a Home Occupation Permit application for 96 North Road. It was noted that at this time, the application has been withdrawn.

FIRE DEPT.: The Board acknowledged receipt of correspondence dated August 17, 2018 from Lieutenant John R. Hennessey, Commander of Troop-A to the East Kingston Fire Department, extending his sincere gratitude for the assistance provided by the department at the scene of the bus crash on Interstate 95 in Greenland on August 10, 2018. Lt. Hennessey stated in part, “The initial response and your assistance as liaison were greatly appreciated. I’m thankful for the cooperation, support and commitment of resources that you provided to this crash investigation. The bottom line is that it would be extremely difficult for us to do our work without the assistance and cooperation of your agency and its personnel.”

The Board also acknowledged receipt of correspondence from Vin Davis, Pastor of the East Kingston Community United Methodist Church to the East Kingston Fire Department inviting members of the department to join them for a special worship service on Sunday, September 9, 2018 in their honor. They would like to “thank, honor and bless the members of your department for all that you do to keep our community safe” and “also honor the memory of Police Officer Melvin Keddy who died in the line of duty on September 7, 2005.”

DEPARTMENT HEAD MEETING: Chairman Pettinato called the annual Department Head Meeting to order at 7:00PM.

All Department Heads in attendance received a memo requesting they save the date for their meeting scheduled with the Board of Selectmen to present their 2019 budget requests, their budget worksheets for 2019 and reports of their expenditures, to date.

Chairman Pettinato stated the 2018 tax rate will be set in October and requested the Department Heads keep their budget requests “lean and mean,” and to flat line wherever possible.

Mr. Poelaert asked if anyone had concerns or questions for them.

Mr. McMillan replied the Hillside Cemetery roads need repair and we need to begin thinking about it now.

Mr. Day stated the Cemetery Trustees previously had a checking account that was sort of a slush fund, but have Capital Reserve Funds and the ability to add to them if the voters want to.

Mr. Poelaert replied you guys formulate a plan and we’ll implement it.

Ms. Clark informed the Board the Cemetery Trustees did locate some maps of the cemeteries.

Mr. Day stated the more you can include in the budget the better.

Mr. Poelaert stated they used to recommend a 3% guideline for budget increases and no one knew who set that standard, so if Department Heads can level fund it would be best. He added any surplus at the end of the year goes toward offsetting the school portion of the tax rate, if needed, but if we don’t need it, we don’t use it.

Mr. Day stated the Trustees of the Trust Funds know that East Kingston Elementary School is looking to buy land for $35,000 and also other purchasing.
Chairman Pettinato responded they may be rolling out the money from the building expansion capital reserve fund and Mr. Day responded the Trustees of the Trust Funds will have to closely examine the original wording of the warrant article if they will be using capital reserve funds.

Chief Warren stated he attended a Seacoast Fire Chief’s meeting where they talked about budgeting and how unspent funds at the end of the year can be encumbered.

Ms. Hurteau replied funds can be encumbered for a specific purpose, but she has to be told prior to the annual audit in mid-January as it is an entry made by the auditors.

Mr. Poelaert reminded all in attendance that approval from the Board must be granted for all expenditures of $500 or more.

Ms. Courchesne stated the Library budget should be level this year.

Chairman Pettinato thanked everyone for their attendance this evening and **MOTIONED** to adjourn the Department Head meeting at 7:10PM.

**CALENDAR:** The following dates were noted: 09/11-Bills Due 12:00PM, Fire Training 7:00PM, State Primary Election EKES 8:00AM to 7:00PM, 09/12-Fire Officers 7:00PM, 09/14-Grange Meeting 7:30PM, 09/16-Power of the Past Meeting, 09/18- Bills & Timesheets Due 12:00PM, EMS Training-Kingston 7:00PM, 09/20-Planning Board Meeting 7:00PM, 09/24-Selectmen’s Meeting 6:30PM, Special Bulky Pickup-Items Curbside by 7:00AM.

Chairman Pettinato **MOTIONED** to adjourn this Selectmen’s Public meeting at 7:20PM. Mr. Poelaert seconded. Motion carried 2-0.

Respectfully submitted,

Cheryll A. Hurteau  
Town Office Manager

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Erin J. Pettinato                                 Richard S. Poelaert                                  Justin B. Lyons