

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

MINUTES: The Board reviewed the Selectmen’s Public Meeting minutes dated 09/10/18.

Chairman Pettinato MOTIONED to approve the Selectmen’s Public Meeting minutes dated 09/10/18 as presented. Mr. Poelaert seconded. Motion carried 2-0. Mr. Lyons abstained as he did not attend the 9/10 meeting.

CHECK REGISTER/POLICE DETAILS: The Board reviewed the check register dated 09/12/18 – 09/21/18 in the amount of $57,081.59 and the police special detail list in the amount of $2,700.00 dated 09/05/18 – 09/16/18.

It was noted that the check register received conditional approval until Mr. Poelaert is able to review the accounts payable this week.

Chairman Pettinato MOTIONED to conditionally approve and sign the check register dated 09/12/18 – 09/21/18 in the amount of $57,081.59 based upon Mr. Poelaert’s upcoming review. Mr. Lyons seconded. Motion carried 3-0.

Chairman Pettinato MOTIONED to approve the police special detail list as presented. 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 Snow Removal and Ice Policy, Special Detail Work Policy and the Town Functions/Events Alcohol Consumption Policy for their review and recommendations, noting all Town policies have now been reviewed, reaffirmed and updated.

Chairman Pettinato MOTIONED to approve and sign the Snow Removal and Ice Policy as presented. Mr. Poelaert seconded. Motion carried 3-0.

Chairman Pettinato MOTIONED to approve and sign the Special Detail Work Policy as presented. Mr. Poelaert seconded. Motion carried 3-0.

Chairman Pettinato MOTIONED to approve and sign the Town Functions/Events Alcohol Consumption Policy as presented. Mr. Poelaert seconded. Motion carried 3-0.

NHRS: The Board reviewed a New Hampshire Retirement System Member Information/Enrollment Form for Michael C. LePage.

Chairman Pettinato MOTIONED to approve and for the Chairman to sign the New Hampshire Retirement System Member Information/Enrollment Form for Michael C. LePage as presented. Mr. Lyons seconded. Motion carried 3-0.
**NH POLICE STANDARDS & TRAINING COUNCIL:** The Board reviewed a NH Police Standards & Training Council Employee Status Notification Form “B” in regard to Michael C. LePage indicating he “has been assigned to full-time duty status from part-time duty status.”

Chairman Pettinato **MOTIONED** to approve and sign the NH Police Standards & Training Council Employee Status Notification Form “B” in regard to Michael C. LePage indicating he “has been assigned to full-time duty status from part-time duty status,” as presented. Mr. Poelaert seconded. Motion carried 3-0.

**NH LOTTERY:** The Board acknowledged receipt of correspondence dated September 17, 2018 from the NH Lottery with information needed should the Town decide to place an article on the Town warrant as follows:

“To see if the Town will vote to allow the operation of KENO within the Town pursuant to the provisions of NH RSA 284:41 through 51.”

A public hearing on the question must be held fifteen to thirty days prior to Town Meeting.

Mr. Poelaert stated it is revenue so let’s place it on the ballot and let the voters decide. Following discussion, Chairman Pettinato and Mr. Lyons agreed.

**COMCAST:** The Board acknowledged receipt of correspondence dated September 17, 2018 from Comcast in regard to the “Commencement of Renewal Process,” for the Town of East Kingston. The letter also states, “This correspondence is not intended to preclude informal negotiations, but instead is intended only to preserve the rights of Comcast under the formal renewal process.”

Ms. Hurteau explained that in the past, the Town assembled a Cable Committee to look at Comcast renegotiations.

Chairman Pettinato replied she will reach out for volunteers.

**DOT:** The Board acknowledged receipt of correspondence dated September 18, 2018 from the NH Department of Transportation in regard to proposed work including the addition of horizontal alignment signs in various towns in District 6, which will be installed on U-posts that are installed directly into the ground and will not require excavation for footings. The purpose of the proposed project is to increase motorist safety on two lane roadways by adding appropriate signage on the roadway’s horizontal curves in order to aid in the reduction of motorist speeds and crashes.

**WASTE MANAGEMENT:** The Board acknowledged receipt of correspondence dated September 10, 2018 from Waste Management in regard to “Solid Waste & Recyclables Collection, Transportation and Disposal for the Town of East Kingston.

In accordance with a provision in the Town’s contract for rate adjustments annually effective January 1 as described in Attachment A of the Agreement, the following adjustments for the period beginning January 1, 2019: “The current rate of $11.04 per cart will increase to $11.32 per cart. In addition to the new base rate, the Town added 0 carts (new residents) in 2018; as such, the new per cart rate will remain at 889 carts. 889 x $11.32 per cart = $10,063.48 per month charge. MSW disposal will increase to $75.38 per ton and Bulk pick-up will increase to $2,250.00 per collection and the Metal pick-up will increase to $40.75 per item collected.”

Mr. Poelaert requested that Ms. Hurteau contact Waste Management for more clarification on the Bulk pick-ups pricing.

**UPTON & HATFIELD:** The Board acknowledged correspondence dated September 18, 2018 from Barton Mayer of Upton & Hatfield, Town Counsel for the Town of East Kingston in regard to certain tax abatements for the years 2014 – 2016 for their review and information.

**EMERGENCY MANAGEMENT:** Emergency Management Director, Michelle Cotton-Miller met with the Board at 6:50PM to present the 2019 proposed budget for Emergency Management.
The Board acknowledged the 2018 Emergency Management budget was at $54,251 and the 2019 proposed budget is at $46,499 representing a decrease of $7,752.

Ms. Cotton-Miller stated this is not a drill cycle, but one is included as the state operates on a fiscal year. She added she has level funded the expenses for the EOC and the state provides quarterly checks to offset costs, which amounted to $8,500 over the past year.

Following discussion, Chairman Pettinato MOTIONED to approve the 2019 budget for Emergency Management in the total amount of $46,499. Mr. Poelaert seconded. Motion carried 3-0.

**FIRE DEPARTMENT/AMBULANCE:** Fire Chief Ed Warren met with the Board at 7:10PM to present the 2019 proposed budget for the Fire Department/Ambulance.

The Board acknowledged the 2018 Fire Department/Ambulance budget was at $234,824, and the 2019 proposed budget is at $252,263 representing an increase of $17,439.

Chief Warren stated the increase is based upon an increase in actual expenditures for payroll and IT work, adding the cost of immunizations for department members is also up from last year.

Chief Warren explained he budgeted $24,000 for the “Maintenance” line item because he needs to be able to repair trucks if needed.

Chief Warren stated NFPA will require two sets of gear for each member of the department in the near future then added the main increase in the budget is for increased hours for the personnel due to more calls as they are up over 100 calls from last year.

Chairman Pettinato MOTIONED to approve the 2019 budget for the Fire Department/Ambulance in the total amount of $252,263. Mr. Poelaert seconded. Motion carried 3-0.

**CEMETERY TRUSTEES:** Stephen McMillan presented the 2019 proposed budget for the Trustees of the Cemetery at 7:15PM.

The Board acknowledged the 2018 Cemetery Trustees budget was at $15,417 and the 2019 proposed budget is at $18,737, representing an increase of $3,320.

Mr. McMillan explained increases were due to an increase in pay rate for the Cemetery Sexton and he went up slightly on the mowing work in anticipation of the mowing contract going out to bid this year.

Mr. McMillan stated he is very happy with the new Assistant Cemetery Sexton and he budgeted 150 hours for the two Sextons combined.

Chairman Pettinato MOTIONED to approve the 2019 budget for the Trustees of the Cemetery in the total amount of $18,737, as presented. Mr. Poelaert seconded. Motion carried 3-0.

**BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER:** Mr. John Moreau asked Ms. Hurteau to present the 2019 proposed budgets for Building Inspector/Code Enforcement Officer.

The Board acknowledged the 2018 Building Inspector budget was at $15,286, and the proposed budget is at $15,745, reflecting an increase of $459 for 2019.

The Board also acknowledged the 2018 Code Enforcement budget was at $1,718, and the proposed budget is at $1,769, reflecting an increase of $51 for 2019.
Ms. Hurteau explained the Building Inspector increase is due to a 3% raise in salary for 2019 and noted Mr. Moreau does not put in for mileage or personal expense reimbursements. She added there is an increase of $51 for his Code Enforcement work.

Chairman Pettinato MOTIONED to approve the 2019 proposed Building Inspector budget in the total amount of $15,745. Mr. Lyons seconded. Motion carried 3-0.

Chairman Pettinato MOTIONED to approve the 2019 proposed Code Enforcement budget in the total amount of $1,769. Mr. Lyons seconded. Motion carried 3-0.

**TRUSTEES OF THE TRUST FUNDS:** Roby Day asked Ms. Hurteau to present the 2019 proposed budget for the Trustees of the Trust Funds.

The Board acknowledged the 2018 Trustees of the Trust Funds budget was at $1,163, and the proposed budget is at $1,663, reflecting an increase of $500 for 2019.

Ms. Hurteau noted the increase of $500 was due to the new cost of NHMA Trustee Training Seminars, which were previously provided by Terry Knowles of the Attorney General’s Office at no charge prior to her retirement in 2018.

Chairman Pettinato MOTIONED to approve the 2019 proposed Trustees of the Trust Funds budget in the total amount of $1,663. Mr. Poelaert seconded. Motion carried 3-0.

**CONSERVATION COMMISSION:** The Board acknowledged receipt of minutes of the Conservation Commission meeting held on August 13, 2018 for their review and information.

**CALENDAR:** The following dates were noted: 09/25-Bills Due 12:00PM, Fire Training 7:00PM, 09/27-ZBA Meeting (as needed) 7:00PM, 09/28-Grange Meeting 7:30PM, 10/02- Bills and Timesheets Due 12:00PM, Cemetery Trustee’s Meeting 5:30PM, 10/06-American Red Cross Blood Drive Town Hall 10:00AM-3:00PM, 10/08-Conservation Commission Meeting Town Offices 5:00PM, Columbus Day Holiday Observed/Town Office & Library Closed, 10/09-Bills Due 12:00PM, Fire Training 7:00PM, Selectmen’s Meeting 6:30PM.

Mr. Poelaert MOTIONED to adjourn this Selectmen’s Public meeting at 7:50PM. Mr. Lyons seconded. Motion carried 3-0.

Respectfully submitted,

Cheryll A. Hurteau
Town Office Manager

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