TOWN OF EAST KINGSTON, NH
SELECTMEN’S PUBLIC MEETING MINUTES
MONDAY, SEPTEMBER 23, 2019

ATTENDING: Richard S. Poelaert & Robert L. Nigrello.

Others Attending: Chief LePage, Chief Warren, Michelle Cotton-Miller, Barbara Clark, Mark Brinkerhoff, Joshua Bath, Paul Deschaine and Becky Merrow.

Chairman Poelaert called this Selectmen’s Public meeting to order at 6:33 PM.

The LUCT for 106 North Road was circulated for signature.

The engagement letter for special counsel was circulated for signature. All agreed we need someone to assist the Town with the IRS. There is a 3 year look back period. Counsel will provide a list of options for the Town to pursue. Final decision on how to proceed will be the choice of the Selectmen. The audit is a “risk-based” audit and that means the focus is on testing areas of risk. 941 payments to the IRS are typically low risk and therefore may have been out of the general risk assessment by the auditors.

Richard Poelaert made a MOTION to authorize signature of the special counsel engagement letter by Robert Nigrello. Robert Nigrello seconded the motion. Motion passes unanimously.

MINUTES: Robert Nigrello made a MOTION to approve the Public Meeting minutes of September 9, 2019. Richard Poelaert seconded the motion. Motion carries unanimously.

MINUTES: Robert Nigrello made a MOTION to approve the Non-Public Meeting minutes of September 9, 2019. Richard Poelaert seconded the motion. Motion carries unanimously.

A discussion of the audit ensued. The management discussion and analysis letter to include with the audit is almost finalized. Richard Poelaert asked if our assets would be included in the 2018 audit. Paul Deschaine explained that there is more work to be done here and time did not permit what the auditors required to include assets.

A discussion of the 2020 budget ensued. In 2019 there were 11 social service agencies funded for a total of $10,350. There appears to be a new request from the Lamprey Health Care organization. How will this be handled in 2020? Will all requests be funded fully (100%) or will we divide the 2019 appropriation and only fund a portion of all requests. Further discussion is necessary here.

Special Projects. Paul explained he has not advanced the discussion on the server since the last meeting. The backup fee will be $119 monthly fee for a total of $1,400 annually.

Chief Ed Warren explained he has received a quote from Mainstay to fix the remaining issues from the lightning strike. There will be a $1,000 deductible. Mainstay has allowed the Fire Department to use an old server they had in stock to get by in the interim until the new server can be ordered and installed. Becky will file the insurance claim. The Selectmen agreed that the work needs to be done regardless of what Primex will cover therefore it is ok for the Chief to execute the agreement.

Paul mentioned that there is a ballot that can be completed by the Town for the State assessing official’s election. The Board had no opinion on this election.

A discussion of the budget process for 2020 ensued. Barbara Clark mentioned that in years past worksheets were distributed to the Department Heads. Becky and Paul were unaware. Barbara will bring in her worksheets from prior years so Becky and Paul can try to locate them. All Department Head’s will send a “TEST” email to Becky. She will then forward the 2020 budget worksheets and the backup QuickBooks report for expenses 2019 to date. Department Heads should review this report for accuracy.
Barbara Clark is interested in moving forward with the “One Check” system.

A discussion of tree cutting in Town took place. Special projects such as this should be included in the 2020 budget if necessary. Mark Brinkerhoff mentioned there has been no increase in his budget in the last 5 or so years.

This may be a difficult year for special projects due to the revaluation.

Consensus is to turn the cease and desist matter of Bob’s Septic over to Town Counsel.

Paul Deschaine requested the Board go into non-public session. MOTION by Robert Nigrello to go into non-public session per RSA 91-A:3 (c) matters which, if discussed in public, would likely affect adversely the reputation of any person..... Second by Richard Poelaert. Roll call: Yes-Nigrello. Yes-Poelaert. Motion carries unanimously.


Motion by Richard Poelaert and second by Robert Nigrello to adjourn at 8:26 PM.

Respectfully submitted,

Becky Merrow
Town Administrator

Richard S. Poelaert  Justin B. Lyons  Robert L. Nigrello