Chairman Poelaert called this Selectmen’s Public meeting to order at 6:44 PM.

James Saucier of 10 Main Street appeared representing the East Kingston Historical Society. Mr. Saucier is here to discuss options for use of the Old Town Hall. The building needs a roof that won’t leak. Is the Town interested in studying the potential uses of the building? Three years ago there was a vote to study the uses which did not pass at Town Meeting. This time he would like to circulate a petition warrant article for consideration.

Robert Nigrello discussed the fact that there was a great report prepared by Dan Guilmette, Chair of the Town Hall Committee. Mr. Nigrello doesn’t believe the report included the estimate of $650,000 to bring the building up to building code. That estimate included handicap accessibility, including a lift for the stage, and fire sprinklers. An alternative would be to designate the building as a “cultural center”. A cultural center is a limited use and capacity designation within the building code. With a cultural center designation, the building may be excused from needing fire suppression and handicapped accessibility. The report was submitted to the Selectmen 4-5 years ago for BOS action. It was decided at that time that no action would be taken.

An informal poll of 40 towns revealed that not one Town has a Town Hall that is only a Town Hall. Most towns have consolidated other services into the Town Hall building such as police or fire and created multi-use office space. Paul Deschaine said that he went to the Old Town Hall building for the first time today. He observed that the building is in a state of “demolition by neglect.” The roof is poor and leaking. The flashing near the chimney is in need of repair.

Richard Poelaert stated that you have to remember that only the kitchen portion of the building has a basement. Most of the building has only a crawl space under it. Paul stated that the Town is “building rich.” Perhaps the Town should consider a building needs assessment study. The Pound School is in pretty good shape with handicapped accessible bathrooms, for example.

Justin Lyons stated that there is no harm in pushing the matter as it would force the Town into making a decision. There was discussion of grant funding for studies such as LCHIP. It was stated that for $5,000 the Town could probably obtain a Code Enforcement Evaluation or review. Robert Nigrello commended Richard Poelaert for his work on the multi-purpose room at the elementary school. Mr. Saucier said that he feels sadness for the Old Town Hall building. He stated he looks at it every day.

After the multi-purpose room was built, for example, the Grange moved their ham and bean suppers to the School. The Grange has been pleased with the move.
Robert Nigrello stated that Mr. Saucier may have an “uphill battle” with passage of the petition warrant article. There is a faction in Town that wants to tear the building down. Again, a discussion of performing a study was brought up. Richard Poelaert stated that there are definite complications that would need to be addressed in the existing building such as the fact the bathrooms are on the stage—not an ideal location.

Even after an expensive renovation, what would the finished capacity of the building be? The Library has a capacity of 75. The Pound School’s capacity is 35. The School has a capacity of 350 as well as a generator to keep the building heated in winter. All must keep in mind that if the study comes back that it is not a space worth saving, this could result in a push for demolition.

Mr. Saucier stated that in 18 years it will be East Kingston’s 350th Anniversary.

On a new topic Mr. Saucier wanted to know if the Town would pay for flags for the utility poles for Memorial Day and Veteran’s Day? Paul cautioned that there is a Pole Licensing Application Program whereby you are supposed to obtain permission before affixing anything to a utility pole. Consensus is that all of the Selectmen are in favor of adding flags to the poles. Richard Poelaert asked if Mr. Saucier would get a count of the poles where they would like flags and to report that number back to the Selectmen. It is not too late to add this into the 2020 budget.

The conversation then moved to the Railroad Depot. A car struck the building this summer. The train passes by at 70 miles per hour. The building has a new septic system. Should the Town consider moving the building? It is in an unsafe location.

Richard Poelaert stated that before any petitions are circulated, the writers should have the Selectmen review the language to make sure they are written properly. Mr. Saucier will come back to the next Selectmen’s Meeting with the requested information.

**Motion** by Robert Nigrello to approve the public and nonpublic minutes of October 7, 2019. Second by Justin Lyons. For discussion—the public minutes should be amended to read that our purchasing policy requires all contracts over $2,500 be put out to bid (versus $25,000 as stated in the draft minutes). Motion passes unanimously.

**Motion** by Robert Nigrello to approve the accounts payable manifest of October 10, 2019 in the amount of $25,090.50. Second by Richard Poelaert. Motion passes unanimously.

**Motion** by Robert Nigrello to approve the accounts payable manifest of October 17, 2019 in the amount of $8,926.58. Second by Richard Poelaert. Motion passes unanimously.

**Motion** by Robert Nigrello to approve the payroll manifest of September 1, 2019 in the amount of $22,366.01. Second by Richard Poelaert. Motion passes unanimously.

**Motion** by Robert Nigrello to approve the payroll manifest of September 21, 2019 in the amount of $21,688.64. Second by Richard Poelaert. Motion passes unanimously.

A purchase order was presented for signature to pay for the repairs to the cruiser which was in a collision. This purchase is over $500 and requires Selectmen signature. It is noted that the repairs
will be paid from the police special detail fund. Motion to approve signature of the purchase order by Robert Nigrello. Second by Richard Poelaert. Motion carries unanimously.

A discussion of the WEX application for the Fire Department ensued. All agreed that managing fuels card for each volunteer member of the fire department would be difficult. Consensus is that one card per vehicle will be issued similar to how the police department issued their fueling cards. The paperwork was amended and the board signed the application.

Healthtrust renewal paperwork was reviewed. Robert Nigrello proposed that the Board of Selectmen look at the health insurance plan offered to employees for the budget year 2021. Motion by Richard Poelaert and second by Justin Lyons to renew the current plan. Motion passes unanimously.

The minutes of the Saturday, June 22 public and nonpublic meeting were reviewed. It was determined that these minutes were on the website but unsigned. The board signed the minutes as presented.

The Municipal Bond Bank forwarded a form to use to request a copy of the municipal audit. Richard Poelaert made a motion to authorize the Town Administrator to sign the form. Second by Robert Nigrello. Motion carries unanimously.

Correspondence was received from the NH State Library indicating that the Town of East Kingston will receive a Moose License Plate grant in the amount of $5,812 to restore two municipal record books. Abby Mills was helpful in writing the grant and the Town is appreciative.

No decision was made on the Waste Management contract. The deadline to decide is coming up. The matter was tabled until the next meeting.

The Board requested a listing of the social service agencies seeking funding from the Town for 2020. The Town Administrator will provide that information.

Correspondence was received from MEG Asset Management to consider completing crack sealing on the road in the Maplevale subdivision. Consultation with the Road Agent indicates that there are other worse roads in Town that he would consider prior to Maplevale Road if a crack sealing project were to take place in the future. It would be expensive to mobilize for the contractor to perform 2/10ths of a mile of work.

A discussion of the Avitar contract ensued. There is a provision in the contract for daytime meetings one time a month. The Board has not taken the assessors up on this contractual provision to date. Pursuant to the contract, meetings after 7pm would incur a fee. Avitar forwarded their proposed contract to the DRA and a response has been receive indicating that DRA approves the draft contract.

New Hampshire Retirement System sent a letter indicating they wish to assess a fine of $123.05 to the town for a late add to the program for a new group I full time employee. The Town Administrator will write a letter to NHRS explaining that the new payroll system is being implemented and the paperwork was inadvertently overlooked. Hopefully, NHRS will waive the fine.

The County tax payment is due on December 17. Richard Poelaert will hand deliver the payment.
The line item for health insurance is over budget. Further discussion will take place in nonpublic session.

Richard Poelaert mentioned that there is some work to be done for the Town Report. 300 hours of time is budgeted for the project. Who will do the work? Someone needs to be located.

Old business—Bob’s Septic still has company vehicles in the driveway. The matter will be turned over to Town Counsel for a cease and desist filing in Court.

On the PSNH BTLA case—roughly 1/2 of the Town’s rejected the settlement offer. As East Kingston did not respond in a timely manner, they are continuing the case by default. The Town will need to set aside $15,000 for the cost of litigation. If the Towns were to win, East Kingston could recover $23,000. Robert Nigrello made a motion to add $15,000 to the $40,000 legal services line for 2020. Motion seconded by Richard Poelaert. Motion carries unanimously.

Responses to the Computer Server request for proposals were reviewed. Three were received. Mainstay-$14,600. RMON Networks-$19,600 and Block 5 is $12,014. Each vendor had a somewhat unique approach. For example, Block 5 will use refurbished servers with the understanding that the Town will need to plan to upgrade every 4-5 years instead of every 5 to 8 years if non-refurbished equipment were used. Paul will analyze the proposals to determine the preferred vendor. There was $20,000 set aside in the form of an encumbrance against the 2018 budget. Was this encumbrance posted against the books?

The Fire Alarm system for Town Hall is not operational. ADT could do basic work to restore the system for $2,795 with a $1,300 annual maintenance fee. Hackworth could do the work for $2,190 with a $444 annual maintenance fee. The project may take up to $5,000 all together in the first phase of work. Motion by Richard Poelaert and second by Robert Nigrello to accept the Hackworth proposal. Motion carries unanimously.

Trick or Treating will be on the 31st from 5-7 pm rain or shine.

The School Use Form needs to be sent in for upcoming election dates.


Footers for both sets of minutes.

Non-public session began at 8:00 PM.

The Board came out of non-public session at 9:24 PM.
Robert Nigrello made a **motion** to seal the minutes at 9:25 PM. Justin Lyons seconded. Motion passes unanimously. Robert Nigrello made a **motion** to adjourn at 9:27 PM. Justin Lyons seconded. Meeting adjourned at 9:28 PM.

Respectfully submitted,

Becky Merrow

Town Administrator

[Signatures]

Richard S. Poelaert  Justin Lyons  Robert L. Nigrello