TOWN OF EAST KINGSTON, NH  
SELECTMEN’S PUBLIC MEETING MINUTES  
MONDAY, NOVEMBER 4, 2019  
BUDGET MEETING WITH DEPARTMENT HEADS

ATTENDING: Richard S. Poelaert, Justin Lyon & Robert L. Nigrello.

Others Attending: Others present: Barbara Clark, Town Clerk; Mark Brinkerhoff, Road Agent; Chief Michael LePage, Police Chief; Ed Warren, Fire Chief; Tracey Waldron, Librarian; Conrad Moses Chairman, Library Trustees; Stephen McMillan, Cemetery Trustee; Becky Merrow, Town Administrator/Clerk, Michelle Cotton-Miller, Emergency Management Director.

Chairman Poelaert called this Selectmen’s Public meeting to order at 6:36 PM.

Motion by Robert Nigrello to approve the public minutes of October 21, 2019. Second by Richard Poelaert. Motion carries unanimously.

Motion by Robert Nigrello to approve the nonpublic minutes of October 21, 2019. Second by Richard Poelaert. Motion carries unanimously.

Motion by Robert Nigrello to approve the accounts payable manifests of October 23, 2019 in the amount of $38,663.88 and October 30, 2019 $532,535.78. Motion carries unanimously.

Payroll Manifest/Check Register were reviewed. W/E 9/29/2019 $25,304.33; W/E $30,303.92; W/E $18,896.90.

Personnel Action Forms for the Police Department were signed.

Solar Exemption forms were sent out to all home owners with solar panels. This is because the form has been updated and because the exemption methodology has changed from value of solar array new to value less depreciation. Motion by Bob Nigrello and second by Richard Poelaert to sign the solar exemption documents. The following documents were signed: Randy and Dorothy Reagan—New Solar Exemption Form and Veteran Credit (Existing). Ronald and Rebecca Edmiston—New Solar Exemption Form.

Motion by Robert Nigrello and second by Richard Poelaert to sign the Police Special Detail Manifest in the amount of $3,360.00. Motion carries unanimously.

The Conflict of Interest Waiver was presented. Richard Poelaert said this has something to do with companies representing wireless 5G technology. Consensus was to send this to Town Counsel for review.

Bodwell’s Septic requested an Agreement between Town of Hampton and Town of East Kingston for Septage Hauling. It was mentioned that East Kingston could also make the same agreement with Seabrook if it wished. The document was signed.

An organization has placed baskets in the Town Office hallway to accept toiletries for homeless Veterans.
A request for Wreath's across America in the amount of $225 was approved.

The Waste Management Contract was tabled.

Moose License Plate Grant in the Amount of $5,812 for Restoration of Two Municipal Record Books was signed. Robert Nigrello read the resolution. The Town Clerk certified the records necessary for the filing of the grant.

Barbara Clark presented the Town Clerk and Tax Collector 2020 budget. She has requested a salary increase for the deputy. The Town Clerk salary stays the same per warrant article previously passed. Overall, the budget is up $56. They are in need of a commercial quality shredder. The Board suggested they try to purchase it from 2019 funds if any remain. The Town Clerk would like to increase the license fee for dogs by $1. New fees would be $7.50 and $10.50. This would require some research by the Selectmen's Office as to whether it needs to be published in the newspaper and whether or not a public hearing was required. Time requirements for posting will need to be researched. Can this be accomplished for January 1? This is unknown.

The Town Clerk would like to institute the One-Check-System. She has been working with vendors to make this happen. It would allow debit and/or credit card payments to be accepted.

It appears there is a leak in the roof in the Town Clerk/Tax Collector's Office. The roof of the building is slate with a large metal drip edge. It was requested that John Moreau go up on the roof and inspect if possible.

The Town Clerk proposes a new committee—Records Retention Committee. This committee would meet maybe 4 times a year and focus on which documents at Town Hall need to be retained and which could be shredded and disposed of. There are many many boxes and file drawers full of old documents for review.

New voting booths are available for purchase. The sample booth is in the hallway at the Town Office.

Stephen McMillan, Cemetery Trustee, presented his budget. The Trustees want to require new corner markers. There is an increase in the number of hours for the sexton. There is an increase in maintenance costs so the turf can be treated with basic spraying to control grubs, etc. The Trustees plan to work at the Hillside Cemetery to prepare an area to sell lots. Selectman Poelaert stated that the budgetary increases could have a neutral effect with revenue increases. The Trustees looked at digitizing the records and determined that it would be very costly. Lot owners are required to produce a cemetery deed. The Cemetery will be closed down in mid-December.

Mark Brinkerhoff presented the Highway Department Budget. The Highway Block Grant amount changed slightly. Becky now has the final amount as certified on the tax rate setting documents. There is a new line item in the 2020 budget for tree work. Mark expects to finish paving Willow Road in the 2020 budget and then move onto Greystone, if funds exist. This is all subject to no emergency work from washouts of storm damage. Greystone is 40 years old and will need recladding. Other needs are culverts, guardrails and potentially pavement striping. Emergency management monies could be acquired for culvert upgrades. Bell and Flynn does a great job at road grading and makes little or no money on the project. They basically do the work as a courtesy since we contract our paving with them. The need for a second grading late in the season was discussed.

OCTOBER 21, 2019

SELECT PUB MINUTES
should be grading all roads two times a year instead of just once in the spring. The Highway budget has zero increase over 2019.

Tracey Waldron, Librarian and Conrad Moses, Chairman of the Board of Trustees were present to discuss the proposed 2020 library budget. A summary sheet of changes was presented. The proposed budget is $222,213, a 2.5% increase over 2019. There will be no building maintenance warrant article in 2020. This is because the capital reserve account is fully funded. The Trustees prepared a capital improvement plan for the library.

Chief Michael LePage presented the 2020 proposed Police Department Budget. There will be significant changes in allocations for the Police Budget in 2020. Building Maintenance line items are going into the budget. Fica and Medi will be going into the budget. Health insurance will be out of the budget for HIPPA reasoning. All health insurance costs across all departments will be in the Personnel Administration line item. The Town Administrator has been working closely with the Chief to implement the State of NH Standard Chart of Accounts to convert the budget. This is time consuming but going well so far. Hopefully, final changes will be made by the new financial software vendors. The preferred company employs certified public accountants (CPA’s) to assist.

There is a plan to do ballistic vest replacement in 2020. 2019 budget was $772,907. Proposed budget is $717,333—a decrease. Things will make more sense when the consolidation of all budgets is complete. It is anticipated that the Police Department will finish 2019 under budget.

Michelle Cotton-Miller presented the Emergency Operations Budget. 2020 has Seabrook Station drills. These funds will be reimbursed from the State of NH so the increased budget is offset by increased revenues. The EOC tries to obtain one new radio a year. Even when the EOC is not open, Michelle and others are monitoring state activity through the Web EOC and monitoring conditions on power outages with Unitil. Sanborn High School is the local shelter. Other places cannot be used because they do not have showers.

Chief Ed Warrant presented the Fire Department budget. For 2020, there are no pay raises just increases in the number of hours to be worked. The Chief’s salary line has been cut by 1/3. Personnel is a concern. Six of the most active part-time people left in 2019. The last update on the pay schedules was done in 2016. The busiest time for activity is from 10 AM to 3:30 PM. Next busiest is 7 PM to 11:30. The early times are the times the least amount of people are available due to daytime work schedules.

The Public Safety Building was discussed. Is it time to perform a feasibility study? The Chief would like to see quarterly department head meetings. The department has prepared a list of goals. The existing building has a need for an exhaust system for the trucks. The department has considered a social media policy. The Chief would like to see the listing of accounts that can be added to his budget. The next vehicle that needs to be replaced is the 2001 engine #3. A new fire truck is approximately $502,000.

The mutual aid agreement was discussed. Does East Kingston need to respond as often as they do?
A full time fire fighter is defined by the state as anyone who works 30 or more hours in a single town. The Police Chief mentioned that part-time police have a 1300 hour limitation no matter where in the state you work.

Ambulance Billing was discussed. You cannot discriminate between a resident and a nonresident in billing practices.

It was mentioned that home occupations were supposed to be inspected annually. The Town Office is not required to be inspected annually.

At this point Robert Nigrello made a motion to enter into nonpublic session under RSA 91-A:2 (c) personnel. Second by Richard Poelaert. Roll call vote: Nigrello–yes. Lyons–yes. Poelaert–Yes. Motion carries unanimously.

Non-public session began at 9:00 PM.

The Board came out of non-public session at 10 PM.

Robert Nigrello made a motion to seal the minutes at 10:01 PM. Justin Lyons seconded. Motion passes unanimously.

Robert Nigrello made a motion to adjourn at 10:03 PM. Justin Lyons seconded. Motion carries unanimously. Meeting adjourned at 9:28 PM.

Respectfully submitted,

Becky Merrow

Town Administrator

[Signatures]

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