**TOWN OF EAST KINGSTON BOARD OF SELECTMEN**

MEETING MINUTES

JANUARY 30, 2023

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| Town Offices  24 Depot Road  East Kingston, New Hampshire  6:30PM | Joseph Cacciatore, Chair  Robert Caron, Vice Chair  Robert Nigrello |

Board Members present: Joseph Cacciatore - Chair, Robert Caron - Vice Chair, and Robert Nigrello.

Others Present: Town Administrator Grace Ruelle, Police Chief LePage, Police Lieutenant Jervis, Keri Marshall, Dennis Quintal, Amanda Allen, and Assistant Library Director Sherry Castle.

Chairman Cacciatore called the meeting to order at 6:30 pm with the roll call.

**OLD TOWN HALL COMMITTEE**

Keri Marshall and Dennis Quintal spoke to the process for ascertaining LCHIP grant monies for projects associated with the Town Hall, the Town Offices, and the Railroad Depot building. Projects under consideration include handicap ramp upgrade, installation of an elevator, window replacement, installation of bathrooms, heating system upgrade at the Town Offices, post and beams replacement, bathroom upgrade, weatherproofing and pest elimination for the Town Hall, parking options for the Railroad Depot. Discussion ensued on the value of preserving the buildings for both historical and utilization purposes (using the elementary school for events requiring kitchen facilities, using the Town Hall for board meetings and rentals, and the Railroad Depot for historical storage and display), and on surveying the residents for input at some point in the future. It was noted that the Johnnen Trust monies are to be designated towards the Town Hall first. Two estimates/quotes for each of these projects will be needed as soon as possible for inclusion in the LCHIP grant application. Both Ms. Marshall and Chairman Cacciatore will work on getting these quotes. Discussion ended at 7:00pm.

**SENIOR BANNER COMMITTEE**

Amanda Allen spoke to resurrecting the banners along the roadway for graduating high school seniors this year, noting this initiative originally began during COVID. She indicated an inventory of the hardware needed as well as the number of banners to be erected was conducted (31 sets of hardware on hand, approximately 42 banners to be ordered), resulting in the need to purchase additional hardware. The Banner Committee is looking to hang the banners early May through the Fourth of July. She noted Mark Cook has coordinated the use of a bucket truck from the Exeter Fire Department as well as volunteers to install the banners.

Discussion ensued on the ownership of the utility poles, the cost for police special detail during installation (weekday and weekend rates were noted), and liability insurance. With the Banner Committee meeting this week, Mrs. Allen was hoping to ascertain the Board’s approval of the plan. Board members indicated their support of the project and directed the following be completed: the committee to provide the additional brackets needed to install the banners, coordinate the use of the bucket truck, secure police special detail for during installation, obtain approval to hang the banners from the two utility companies, and provide an insurance waiver to the town. Mrs. Allen thanked the board for their support and committed to providing the aforementioned items. Discussion ended at 7:12pm.

**APPROVAL AND SIGNING OF DOCUMENTS**

***Payroll Registers***

Chairman Cacciatore presented, for board review and questions, the following payroll registers as dated with payment totals:

January 6, 2023 ($32,911.78)

**MOTION: Chairman Cacciatore motioned to approve and sign the payroll register dated January 6, 2023 in the amount of $32,911.78; seconded by Mr. Nigrello. The motion passed 3-0-0.**

January 20, 2023 ($51,876.93)

**MOTION: Mr. Nigrello motioned to approve and sign the payroll register dated January 20, 2023 in the amount of $51,876.93; seconded by Mr. Caron. The motion passed 3-0-0.**

***Accounts Payable Check Registers***

Chairman Cacciatore presented, for board review and questions, the following accounts payable registers as dated with payment totals:

December 28, 2022 ($64,159.02)

**MOTION: Chairman Cacciatore motioned to approve and sign the accounts payable check register dated December 28, 2022 in the amount of $64,159.02; seconded by Mr. Caron. The motion passed 3-0-0.**

January 3, 2023 ($21,267.30)

**MOTION: Chairman Cacciatore motioned to approve and sign the accounts payable check register dated January 3, 2023 in the amount of $21,267.30; seconded by Mr. Caron. The motion passed 3-0-0.**

January 6, 2023 ($23,121.46)

**MOTION: Chairman Cacciatore motioned to approve and sign the accounts payable check register dated January 6, 2023 in the amount of $23,121.46; seconded by Mr. Nigrello. The motion passed 3-0-0.**

January 18, 2023 ($9,549.82)

**MOTION: Chairman Cacciatore motioned to approve and sign the accounts payable check register dated January 18, 2023 in the amount of $9,549.82, seconded by Mr. Caron. The motion passed 3-0-0.**

January 18, 2023 ($55,667.62)

**MOTION: Chairman Cacciatore motioned to approve and sign the accounts payable check register dated January 18, 2023 in the amount of $55,667.62; seconded by Mr. Caron. The motion passed 3-0-0.**

***Police Special Detail***

Chairman Cacciatore presented, for board review and questions, the following police special detail payroll registers as dated with payment totals:

December 20, 2022 ($1,320.00)

**MOTION: Chairman Cacciatore motioned to approve and sign the police special detail payroll check register dated December 20, 2022 in the amount of $1,320.00, seconded by Mr. Nigrello. The motion passed 3-0-0.**

January 7, 2023 ($2,915.00)

**MOTION: Chairman Cacciatore motioned to approve and sign the police special detail payroll check register dated January 7, 2023 in the amount of $2,915.00; seconded by Mr. Caron. The motion passed 3-0-0.**

***Sanders Searches***

Town Administrator Ruelle spoke entering into a deed research contract with Sanders Searches LLC at a cost of $340.19, noting this is the company the town clerk employs when placing liens on properties.

**MOTION: Mr. Nigrello motioned to approve and sign the contract with Sanders Searches LLC for a cost of $340.19; seconded by Mr. Caron. The motion passed 3-0-0.**

**CORRESPONDENCE**

***Body Worn and Dashboard Camera Fund Grant***

Police Chief LePage informed the board that the department was awarded a grant through the State of New Hampshire that would 100% fund the purchase of eight police body cameras. This grant requires the police department to purchase the cameras utilizing town/department funds which would then be reimbursed by the state. Upon the approval by the Selectmen, the grant would be finalized by the state.

Discussion ensued on software storage, battery life (typically 5 years) and replacement, grant qualifiers (by size of department), the use of this equipment by surrounding towns, and that officers will be required to wear the body cameras – currently it is not required, though considered best practice. Chief LePage noted that it may take up to two months for the grant to be finalized, then there is the purchase of the cameras followed by training. Board members expressed their support for the use of body cameras for both the accountability of officers and their protection.

**MOTION: Mr. Cacciatore motioned to approve the Body Worn and Dashboard Cameral Fund Grant as presented; seconded by Mr. Nigrello. The motion passed 3-0-0.**

**APPROVAL AND SIGNING OF DOCUMENTS**

***Approval of Minutes***

The Board reviewed the minutes of the January 16, 2023 public hearing on the Bond, and the January 16, 2023 public hearing on the budget.

**MOTION: Mr. Nigrello motioned to approve the minutes of the January 16th public hearing on the bond and the January 16th public hearing budget; seconded by Mr. Caron. The motion passed 3-0-0.**

**CORRESPONDENCE**

***Cruiser Upfit Order***

Pursuant to the Town of East Kingston Purchasing Policy and Procedures, Chief LePage requested the Selectboard to approve a $14,950 purchase to outfit the 2023 cruiser with the emergency equipment (i.e., lights, siren, etc.). He noted moneys would be used from the Police Special Detail account. Discussion ensued on the need for updated equipment and on future requirements for electric vehicles and the anticipated need for charging stations.

**MOTION: Mr. Caron motioned to approve the cruiser upfit order in the amount of $14,950 as presented; seconded by Mr. Nigrello. The motion passed 3-0-0.**

**NON-PUBLIC SESSION**

**MOTION: Chairman Cacciatore motioned to go into non-public session under RSA 91-A:3, (a) the dismissal, promotion, or compensation of any public employee, (b) the hiring of any person as a public employee, and (c) matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself; seconded by Mr. Nigrello.**

**The board was polled: Mr. Caron – yes**

**Mr. Nigrello – yes**

**Chairman Cacciatore – yes**

The board entered non-public session at 7:31pm.

The board exited non-public session at 7:41pm.

**MOTION: Chairman Cacciatore motioned to extend the employment contract of Police Chief Michael LePage for a period of two (2) years beginning August 2023; seconded by Mr. Caron. The motion passed 3-0-0.**

**MOTION: Mr. Nigrello motioned to seal non-public meeting minutes under RSA 91-A:3, on the basis that divulgence of the information likely would affect adversely the reputation of any person other than a member of the public body itself; seconded by Mr. Caron. The motion passed 3-0-0 (2/3 vote required).**

**MOTION: Chairman Cacciatore motioned to adjourn, seconded by Mr. Caron. The motion passed 3-0-0 and the meeting ended at 7:43pm.**

Minutes prepared by Catherine Belcher. Approved on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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| Joseph Cacciatore |  | Robert A. Caron |  | Robert L. Nigrello |