**TOWN OF EAST KINGSTON BOARD OF SELECTMEN**

MEETING MINUTES

MARCH 6, 2023

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| Town Offices24 Depot RoadEast Kingston, New Hampshire6:30PM | Joseph Cacciatore, ChairRobert Caron, Vice ChairRobert Nigrello |

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

Others Present: Town Administrator Grace Ruelle, Police Chief Michael LePage, Fire Chief Ed Warren, and Fire Department Administrative Assistant Heather Desmond.

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

**APPROVAL AND SIGNING OF DOCUMENTS**

***Meeting Minutes***

The Board reviewed the February 21, 2023 public meeting minutes.

**MOTION: Mr. Caron motioned to approve the public meeting minutes of February 21, 2023; seconded by Mr. Nigrello. The motion passed 3-0-0.**

The Board reviewed the February 21, 2023 nonpublic meeting minutes, sessions I and II.

**MOTION: Mr. Caron motioned to approve the nonpublic meeting minutes, sessions I and II of February 21, 2023; seconded by Mr. Nigrello. The motion passed 3-0-0.**

Discussion ensued on whether or not to seal the nonpublic minutes. Board members agreed that the content of both sessions did not warrant them to be sealed.

***Accounts Payable Check Registers***

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

February 16, 2023 ($13,313.07)

**MOTION: Mr. Caron motioned to approve and sign the accounts payable check register dated February 16, 2023 in the amount of $13,313.07; seconded by Mr. Nigrello. The motion passed 3-0-0.**

February 28, 2023 ($37,950.67)

**MOTION: Mr. Caron motioned to approve and sign the accounts payable check register dated February 28, 2023 in the amount of $37,950.67; seconded by Mr. Nigrello. The motion passed 3-0-0.**

March 1, 2023 ($9,000.00)

**MOTION: Mr. Caron motioned to approve and sign the accounts payable check register dated March 1, 2023 in the amount of $9,000.00; seconded by Mr. Nigrello.**

Discussion: Mr. Nigrello requested payments for snowplowing contained within this check register be reviewed for compliance with respect to the number of plow trucks contracted with the town. He stated the plowing contract was supposed to be for six trucks and one loader; however, the invoice associated with this payment reflects seven trucks and one loader. Board members agreed to pay the invoice as presented but will confirm the correct number of vehicles used moving forward and adjust the stipend if necessary.

**VOTE: The motion passed 3-0-0.**

***Police Special Detail***

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

February 15, 2023-February 23, 2023 ($6,795.00)

**MOTION: Mr. Caron motioned to approve and sign the police special detail payroll check register dated February 15, 2023 - February 23, 2023 in the amount of $6,795.00; seconded by Chairman Cacciatore. The motion passed 3-0-0.**

***Burial Plot Deed – Hillside Cemetery***

Town Administrator Ruelle presented applications for four deeded plots at Hillside Cemetery noting the cost of each is $250 for perpetual care (two plots located at G7, one plot at F8, and one plot at M4).

**MOTION: Mr. Caron motioned to approve the four burial sites as presented; seconded by Chairman Cacciatore. The motion passed 3-0-0.**

**DISCUSSION ITEMS**

***Highway Safety Grant***

Police Chief LePage informed the board that in addition to the bodycam grant; his department has applied for a second grant under the Highway Safety Grant provision for Saturation Patrols in the amount of $8,000. These Saturation Patrols will allow the department to dedicate patrols to speed and DUI violations. He explained this was not a checkpoint and the participating officer would not respond to calls during that time; they would dedicate their patrol to DUI and speed violations only. The $8,000 covers the overtime reimbursement for two specific Saturation Patrols at $4,000 each in two 4-hour blocks. The dates of the patrol are determined by the grant with grant monies to be spent by September 30th. Preference for patrol will be given to patrolmen first, followed by officers. In addition to seeking the board’s approval for this grant, the Highway Safety Commission requires the board authorize the Police Chief and Lieutenant to work overtime should they fill any of the Saturation Patrols, as salaried personnel are not entitled to overtime. He reiterated that these patrols will be offered to patrolmen first. At board inquiry, he stated both salary and benefits are paid by the grant.

**MOTION: Mr. Nigrello motioned to approve the Highway Safety Grant in the amount of $8,000 for Saturation Patrols for DUI and speed violations as presented; seconded by Mr. Caron. The motion passed 3-0-0.**

**MOTION: Mr. Caron motioned to approve and sign the salaried employee’s exemption letters with respect to overtime pay for both the Police Chief and the Police Lieutenant for the Saturations Patrol grant; seconded by Mr. Nigrello. The motion passed 3-0-0.**

***Pruning & Cleanup for Hillside Cemetery - Estimates***

The board was presented with three estimates for pruning and cleaning up of the significant tree limb debris at Hillside Cemetery:

$3,300 – Wilder’s Tree Service

$4,280 – Breen Landworks

$6,500-$9,750 – Bosley Tree & Shrub Care

It was noted Cemetery Trustee Stephen McMillan has vetted the estimates and recommends the board accept the lowest bid from Wilders Tree Service. Board members discussed the work necessary and agreed with Chief LePage’s request the tree service vehicles not park along Haverhill Road while providing the cleanup service.

**MOTION: Mr. Nigrello motioned to accept Wilder’s Tree Service bid of $3,300 for pruning and cleanup at Hillside Cemetery; seconded by Mr. Caron. The motion passed 3-0-0.**

**CORRESPONDENCE**

***Camp Lincoln – YMCA Bus Stop at Pound School***

The YMCA Camp Lincoln is requesting the board’s approval to continue utilizing Pound School as a pick up and drop off location for camp participants from June through August 2023. It was noted the pick up and drop off location was moved from the Old Town Hall to Pound School last year.

**MOTION: Mr. Nigrello motioned to approve the request for the YMCA Camp Lincoln to continue using Pound School as a bus pick up and drop off location for the summer of 2023; seconded by Mr. Caron. The motion passed 3-0-0.**

**NON-PUBLIC SESSION I**

**MOTION: Chairman Cacciatore motioned to go into non-public session under RSA 91-A:3,** **(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, unless such person requests an open meeting; seconded by Mr. Nigrello.**

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

 **Chairman Cacciatore – yes**

 **Mr. Nigrello – yes**

The board entered non-public session at 6:58pm.

The board re-entered public session at 7:34pm.

**MOTION: Chairman Cacciatore 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).**

**NON-PUBLIC SESSION II**

**MOTION: Chairman Cacciatore motioned to go into non-public session under RSA 91-A:3, (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, unless such person requests an open meeting; seconded by Mr. Nigrello.**

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

 **Chairman Cacciatore – yes**

 **Mr. Nigrello – yes**

The board entered non-public session at 7:36pm.

The board re-entered public session at 7:56pm.

**MOTION: Chairman Cacciatore 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).**

**FIRE DEPARTMENT UPDATES**

***Vest Purchase***

Fire Chief Warren informed the board the Fire Department purchased sixteen public safety vests for approximately $600 total.

***Primex3 Training Opportunities***

Fire Chief Warren extended an offer for all town employees to participate in Primex3 training opportunities he has initiated on safety (slips and trip prevention) and sexual harassment. It was noted the onboarding process for new town employees includes sexual harassment training. Chief Warren offered to record the Zoom training opportunities for future use and sharing.

***Fire Truck Door***

Chief Warren updated the board on damage to a fire department vehicle made by the station’s garage door. He is looking into relocating the garage door sensors to prevent this from happening again.

***SCBA Packs***

Chief Warren informed the board the Fire Department has partnered with the Hampton Fire Department for a grant for SCBA’s (self-contained breathing apparatus). The grant total is for $200,000 with 18 packs designated for East Kingston and 36 packs for Hampton.

**FOLLOW UP ITEMS**

***Election Schedule***

Board members finalized the Selectboard’s coverage schedule for the March 14th Town Elections as follows:

8am-12pm – Mr. Nigrello

12pm-4pm – Mr. Caron

4pm-8pm – Chairman Cacciatore

Mr. Nigrello offered to pick up the breakfast items for election workers.

**NON-PUBLIC SESSION III**

**MOTION: Mr. Nigrello motioned to go into non-public session under RSA 91-A:3, (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, unless such person requests an open meeting; seconded by Mr. Caron.**

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

 **Chairman Cacciatore – yes**

 **Mr. Nigrello – yes**

The board entered non-public session at 8:05pm.

The board re-entered public session at 8:22pm.

**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 Chairman Cacciatore. The motion passed 3-0-0 (2/3 vote required).**

**SALT SHED UPDATE**

Mr. Caron presented two bids (BrightStar and Steel Master) for replacing the current salt shed using a $45,000 highway grant. He provided building specs and costs for two BrightStar options and one for Steel Master. Preference was given to BrightStar models which offered taller structures. Discussion ensued on utilizing the existing foundation, the condition of the existing foundation, BrightStar’s warranty, challenges with salt washout during rainstorms, moving the structure should it be required in the future, options to purchasing a bucket loader as part of a long-term solution, and repairing the current structure. The board agreed to consult with Primex3 to determine if the damage and wear to the current salt shed is covered by their insurance before moving forward.

**TOWN OFFICES HANDICAP RAMP UPDATE**

Town Administrator Ruelle reported that the ramp is in very poor condition, such that the town report delivery person indicated he would no longer use it. Mr. Nigrello spoke to a quote he received for replacing the ramp with a used aluminum one at an installed cost of $14,000-$15,000 versus a new aluminum ramp at $28,000-$30,000. He agreed to follow up with the company noting the town can use ARPA funds, and if the budget passes, they can use town funds.

**MOTION: Chairman Cacciatore motioned to move forward with replacing the town offices handicap ramp as presented; seconded by Mr. Caron. The motion passed 3-0-0.**

**MARCH 20TH BOARD OF SELECTMEN’S MEETING**

Noting the lack of availability with two members of the Selectboard, board members agreed to reschedule their March 20th regularly scheduled meeting to March 16th at 4:30pm.

**ASSESSOR’S LETTER REGARDING PSNH**

Town Administrator Ruelle presented a letter from Avitar requesting the Selectboard grant them authority to access property information owned by Public Service of New Hampshire as part of a year-end assessment.

**MOTION: Mr. Nigrello motioned to approve and sign the letter authorizing Avitar to ascertain information from PSNH as part of their year-end assessment; seconded by Chairman Cacciatore. The motion passed 3-0-0.**

With no other information before the board,

**MOTION: Chairman Cacciatore motioned to adjourn, seconded by Mr. Caron. The motion passed 3-0-0 and the meeting ended at 8:50pm.**

Minutes prepared by Catherine Belcher. Approved on \_\_\_\_\_\_\_3/16/2023\_\_\_\_\_\_\_\_\_\_\_\_\_.

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