**TOWN OF EAST KINGSTON BOARD OF SELECTMEN**

MEETING MINUTES

APRIL 3, 2023

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

Board Members present: Robert Caron – Chair (Via Zoom), Joseph Cacciatore – Vice Chair, and Robert Nigrello.

Others Present: Town Administrator Grace Ruelle, Police Chief Michael LePage, and Police Lieutenant Clayton Jervis.

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

**MOTION: Mr. Nigrello motioned to allow Chairman Caron to participate in the meeting electronically (via Zoom); seconded by Mr. Cacciatore. The motion passed 2-0-0.**

**APPROVAL AND SIGNING OF DOCUMENTS**

***Meeting Minutes***

The Board reviewed the March 16, 2023 public session meeting minutes.

**MOTION: Chairman Caron motioned to approve the public session meeting minutes of March 16, 2023; seconded by Mr. Cacciatore. The motion passed 3-0-0.**

The Board reviewed the March 16, 2023 nonpublic meeting minutes, sessions I, II and III.

**MOTION: Mr. Nigrello motioned to approve the nonpublic meeting minutes, sessions I, II and III of March 16, 2023; seconded by Mr. Cacciatore. The motion passed 3-0-0.**

***Accounts Payable Check Registers***

Chairman Caron presented, for board review and questions, the March 20, 2023 accounts payable register in the amount of $97,890.34.

**MOTION: Mr. Cacciatore motioned to approve and sign the accounts payable check register dated March 20, 2023 in the amount of $97,890.34; seconded by Mr. Nigrello. The motion passed 3-0-0.**

Chairman Caron presented, for board review and questions, the March 30, 2023 accounts payable register in the amount of $21,899.85.

**MOTION: Mr. Nigrello motioned to approve and sign the accounts payable check register dated March 30, 2023 in the amount of $21,899.85; seconded by Mr. Cacciatore. The motion passed 3-0-0.**

***Payroll Registers***

Chairman Caron presented, for board review and questions, the following payroll registers:

March 31, 2023 - $85,066.66

**MOTION: Mr. Cacciatore motioned to approve and sign the payroll register of March 31, 2023 ($85,066.66); seconded by Mr. Nigrello.**

Discussion: Mr. Nigrello questioned why the amount was so high. It was noted the payroll register included quarterly payments to the fire department.

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

***Police Special Detail***

Chairman Caron presented, for board review and questions, the following police special detail payroll register dated March 13, 2023-March 26, 2023 in the amount of $5,440.00.

**MOTION: Mr. Nigrello motioned to approve and sign the police special detail payroll check register dated March 13, 2023-March 26, 2023 in the amount of $5,440.00; seconded by Mr. Cacciatore. The motion passed 3-0-0.**

***Employee Change Forms***

Mr. Nigrello noted that due to the passage of the budget in March, COLA and other employee pay changes are in order. These employee change forms were reviewed by department heads, employees, and now the Selectmen. These change forms do not include the 7% COLA for elected officials.

**MOTION: Mr. Nigrello motioned accept the employee pay changes as presented; seconded by Mr. Cacciatore. The motion passed 3-0-0.**

***Town Appointments***

Board members reviewed the following appointments:

Library Trustee Alternate – Debbie O’Neill – 1 year term

Planning Board – Timothy Allen – 3 year term

**MOTION: Mr. Nigrello motioned to approve the appointments of Debbie O’Neill and Timothy Allen as presented; seconded by Mr. Cacciatore. The motion passed 3-0-0.**

**CORRESPONDENCE**

***Tri-State Trek Bike Race Letter***

Chief LePage spoke to the Tri State Trek Bike Race’s request for permission to run a bicycle road race through town on June 25, 2023 travelling from South Hampton into East Kingston by way of South Road, crossing Route 107 to Route 108 to Giles Road, and turning right onto Joslin Road into Exeter. He noted his safety concerns for crossing Route 108 by Jalisco’s and crossing Route 108 to turn left onto Giles Road. With 300 cyclists participating, he recommends police detail at both locations. He stated the race organizers were agreeable to these terms.

**MOTION: Mr. Nigrello motioned to approve the Tri-State Trek Bike Race organizer’s request to travel through Town on June 25, 2023 with the Police Department providing two police details to ensure the safety of the participants; seconded by Mr. Cacciatore. The motion passed 3-0-0.**

**DISCUSSION ITEMS**

***Event Policy***

Mr. Nigrello noted a new event policy has been sent to the Police and Fire departments for review with only the Police Department providing feedback at this time. Chief LePage stated his review of the policy was to ensure the hours listed within the policy were consistent with those in the noise ordinance. The board agreed to table the adoption of the policy until they have received feedback from the Fire Department.

***Police Station Heating System***

Chief LePage reported on recent repairs to the HVAC system at the Policy Station, noting the original system is no longer fully operational. The mini-split system services the conference room and two offices; however, the condenser for these units is undersized. The cost to recharge the condenser is $916. Discussion ensued on updating the system and the requirement to obtain three quotes. The board, by general consent, approved spending the $916 to recharge the condenser while other options are researched.

***Police Cruisers***

Chief LePage reported the 2018 cruiser was towed to the shop for possible starter failure. He will hear back this week as to the diagnosis and cost for repair. He then reported the 2023 cruiser, on order with Foss Motors, has been confirmed, noting other vehicle orders have been cancelled in the past. Foss has confirmed the new cruiser is coming.

***Route 107-A Motor Vehicle Accident***

Chief LePage provided an update on the surviving patients of a serious motor vehicle accident on Route 107-A noting the children have since been released from the hospital; the mother is still hospitalized. Lieutenant Jervis was first on scene and was responding to the report of the speeding vehicle when the accident occurred.

***Casey Road Complaint***

Mr. Nigrello stated the Selectmen are in receipt of a complaint stating emergency vehicles are not able to travel down Casey Road. Chief LePage stated the Police Department can navigate the road without issue. Mr. Nigrello noted since both the Police and Fire departments have confirmed their ability to navigate the road, a letter will be sent to the complainant indicating such.

**FOLLOW UP ITEMS**

***Handicap Ramp***

Mr. Nigrello stated he has been in contact with the Building Inspector with respect to the refurbished metal handicap ramp system the board agreed to purchase for the Town Offices. The Building Inspector expressed his concerns with the anchoring of the ramp legs which were conveyed back to the ramp company. The company made appropriate modifications to the ramp system and issued a new quote in the amount of $14,500 (approximately). The Building Inspector has signed off on all other issues.

**MOTION: Mr. Cacciatore motioned to accept the quote of not more than $15,000 to install the handicap ramp at the Town Offices as previously approved; seconded by Mr. Nigrello. The motion passed 3-0-0.**

***Highway Block Grant Funds***

Discussion ensued on highway block grant funds for road repair or the purchase of equipment as other options to repair or replace the salt shed. Mr. Nigrello stated he contacted equipment dealers within 10 miles for new or used bucket loaders. He will provide an update to his findings when the board meets next in full. This update will include backhoe options which could be a cost savings for culvert work. He noted there is also a bridge grant to which he will look to see if it’s possible to combine the use of the two grants.

***Work Period Determination***

Town Administrator Ruelle reported there has been no contact with additional legal counsel with respect to this matter. There has been some phone tag; however, no connection has been made yet.

***Emergency Management Structure***

As was agreed at the last meeting, Chairman Caron would draft a structure plan for consideration in restructuring the Emergency Management Department. Chairman Caron indicated the plan is in draft form only at this time. The Board will review the plan once ready for review.

***Town Offices Lighting***

Noting several lights were out throughout the Town Office building, Mr. Nigrello spoke to the costs to replace the existing light fixtures with LED ($10,000). Due to the limited number of hours the building is in use (2,500 hours per year), the cost to replace is not cost effective. He stated he would review the electricity rate again and, as an option, price out replacing lights on the first floor only. He noted cost savings is typically determined in five years or less.

**NON-PUBLIC SESSION**

**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. Cacciatore.**

**The board was polled: Chairman Caron – yes**

**Mr. Cacciatore – yes**

**Mr. Nigrello – yes**

The board entered non-public session at 7:13pm.

The board re-entered public session at 7:15pm.

**MOTION: Mr. 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. Nigrello. The motion passed 3-0-0 (2/3 vote required).**

With no other information before the board,

**MOTION: Mr. Cacciatore motioned to adjourn, seconded by Mr. Nigrello. The motion passed 3-0-0 and the meeting ended at 7:17pm.**

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

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