**TOWN OF EAST KINGSTON BOARD OF SELECTMEN**

MEETING MINUTES

August 7, 2023

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| Town Offices24 Depot RoadEast Kingston, New Hampshire6:30PM | Robert Caron, ChairJoseph Cacciatore, Vice Chair Robert Nigrello |

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

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

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

**APPROVAL AND SIGNING OF DOCUMENTS**

***Meeting Minutes***

The Board reviewed the July 10, 2023 public meeting minutes.

**MOTION: Vice Chair Cacciatore motioned to approve the July 10, 2023 public meeting minutes; seconded by Chairman Caron. The motion passed 2-0-0.**

The Board reviewed the July 10, 2023 nonpublic session I and nonpublic session II meeting minutes.

**MOTION: Vice Chair Cacciatore motioned to approve both sessions I and II of the July 10, 202 nonpublic meeting minutes; seconded by Chairman Caron. The motion passed 2-0-0.**

It was noted the nonpublic session minutes were sealed at the time of the original meeting thus no action to seal them is necessary.

***Accounts Payable Check Registers***

Chairman Caron presented, for board review and questions, accounts payable check register dated July 11, 2023 in the amount of $49,676.94.

**MOTION: Vice Chair Cacciatore motioned to approve and sign the accounts payable check register dated July 11, 2023 in the amount of $49,676.94; seconded by Chairman Caron. The motion passed 2-0-0.**

Chairman Caron presented, for board review and questions, a second accounts payable check register dated July 11, 2023 in the amount of $17,501.00.

**MOTION: Chairman Caron motioned to approve and sign the accounts payable check register dated July 11, 2023 in the amount of $17,501.00; seconded by Vice Chair Cacciatore. The motion passed 2-0-0.**

Chairman Caron presented, for board review and questions, accounts payable check registers dated July 21, 2023 in the amounts of $1,101.00 and $39,981.95.

**MOTION: Vice Chair Cacciatore motioned to approve and sign the accounts payable check registers dated July 21, 2023 in the amounts of $1,101.00 and $39,981.95; seconded by Chairman Caron. The motion passed 2-0-0.**

Chairman Caron presented, for board review and questions, accounts payable check register dated August 4, 2023 in the amount of $32,731.03.

**MOTION: Vice Chair Cacciatore motioned to approve and sign the accounts payable check register dated August 4, 2023 in the amount of $32,731.03; seconded by Chairman Caron. The motion passed 2-0-0.**

***Payroll Registers***

Chairman Caron presented, for board review and questions, payroll register dated July 21, 2023 in the amount of $57,849.06.

**MOTION: Vice Chair Cacciatore motioned to approve and sign the payroll register of July 21, 2023 in the amount of $57,849.06; seconded by Chairman Caron. The motion passed 2-0-0.**

Chairman Caron presented, for board review and questions, payroll register dated August 4, 2023 in the amount of $38,464.28.

**MOTION: Vice Chair Cacciatore motioned to approve and sign the payroll register of August 4, 2023 in the amount of $38,464.28; seconded by Chairman Caron. The motion passed 2-0-0.**

***Police Special Detail***

Chairman Caron presented, for board review and questions, police special detail payroll register dated July 5, 2023 in the amount of $550.00.

**MOTION: Vice Chairman Cacciatore motioned to approve and sign the police special detail payroll check register dated July 5, 2023 in the amount of $550.00; seconded by Chairman Caron. The motion passed 2-0-0.**

***Veteran’s Tax Credit***

Chairman Caron presented applications for veteran’s tax credits for properties located at 2 Blueberry Lane (MBL# 08-02-07/37) and 9 Hickory Lane (MBL# 10-02-13).

**MOTION: Vice Chair Cacciatore motioned to approve the tax credit applications for properties located at 2 Blueberry Lane and 9 Hickory Lane as presented; seconded by Chairman Caron. The motion passed 2-0-0.**

**DISCUSSION ITEMS**

**#1. WITHDRAWAL FROM POLICE DEPARTMENT BUILDING LONG TERM MAINTENANCE COSTS CAPITAL RESERVE FUND**

Police Chief LePage informed the board the department has finally received an invoice from Reinhold Security for the closure of access control project which was completed over a year ago and that the funds for this expenditure would come from the Building Long Term Maintenance Costs Capital Reserve Fund which was established for the purpose of funding long term maintenance costs for the police station.

**MOTION: Vice Chair Cacciatore motioned to withdraw the amount of $4,910 from the Police Department Building Long Term Maintenance Costs Capital Reserve Fund for payment to Reinhold Security; seconded by Chairman Caron. The motion passed 2-0-0.**

**#2. POLICE DEPARTMENT HVAC**

Police Chief LePage and Lieutenant Jervis presented four written quotes for the work to install new heating and air units at the police station and also spoke to a verbal quote of $90k-$200K.

* APH (Arakelian Plumbing and Heating) out of Hampton, NH: $61,855 for one propane heating/cooling unit on the first floor and a second electric heat pump on the second floor with new duct work.
* EAM (East Air Mechanical, Inc) out of Saugus, MA: $59,700 for two smaller propane units on the second floor and to correct all duct work.
* KPMB, LLC out of Contoocook, NH: $113,000 for two propane units with all new duct work.
* Grafton Mechanical Services, LLC out of Lisbon, NH: $106,650 for complete LG heating and air conditioning system and ductwork.

Chief LePage spoke to the concern about placing two units on the second floor (space), about the lowest bidder (EAM) being out of the Boston area, their being only a $2,600 difference between the local company (APH) and EAM, the excellent reviews for APH, the makes of the units, and the importance of having the duct work completed correctly. He gave credit for the project’s research to Lieutenant Jervis noting the amount of time it has taken to collect the information, meet with the bidders, review the products and scope of work, and conduct reference checks. It is their recommendation to award the project to APH, a local company, who will install an electric unit upstairs, a propane unit downstairs, and redo the ductwork.

Discussion ensued on the location of the lowest bidder (EAM) being out of Derry, NH and not the Boston area as indicated on their quote, the time and staff invested by APH in developing their quote, the $2,600 difference between the two lowest bidders, the savings to the cost of propane for installing a second electric unit (APH) that would cover the $2,600 difference in bids, waiting until the next board meeting when there would be a full board, and the work schedule – APH would begin the work withing two weeks, but not later than six weeks to ensure the work is completed before winter.

**MOTION: Chairman Caron motioned to accept the quote of $61,855 and award the HVAC project to APH based on the information and quote presented; seconded by Vice Chair Cacciatore. The motion passed 2-0-0.**

Discussion then ensued on the required 50% deposit and possible funding sources – the Police Department Building Long Term Maintenance Costs Capital Reserve Fund which would closely deplete the funds, or another fund to be determined, and on discussing how the remaining 50% of the cost could be funded at the next board meeting.

**MOTION: Chairman Caron motioned to withdraw the amount of $30,927.50 from the Police Department Building Long Term Maintenance Costs Capital Reserve Fund for the 50% downpayment to APH for the Police Department HVAC project; seconded by Vice Chair Cacciatore. The motion passed 2-0-0.**

**#3. UNION CEMETERY TREE PRUNING ESTIMATES**

The board reviewed three quotes submitted by the Cemetery Trustees tree pruning services at the Union Cemetery:

* Micum Davis - $5,117
* Wilder’s Tree Service - $5,000
* SavATree (Urban Tree Service) - $4,861

The committee indicated they had worked with SavATree in the past and would be comfortable working with them again.

**MOTION: Chairman Caron motioned to award the Union Cemetery tree pruning bid to SavATree in the amount of $4,861; seconded by Vice Chair Cacciatore. The motion passed 2-0-0.**

**#4. TOWN OFFICE LIGHTING**

The board reviewed three quotes for updating the lighting at the town offices:

* JMB Electric - $6,900
* AllTek (Satco Lighting) - $6,760
* AllTeck (RAB Lighting) - $4,750

**MOTION: Chairman Caron motioned to approve the town office lighting project and award the bid to AllTek (RAB Lighting) in the amount of $4,750; seconded by Vice Chair Cacciatore. The motion passed 2-0-0.**

**#5. HOME OCCUPATION RENEWAL PERMITS**

The board reviewed the home occupation renewal permits for AcuBright, Bucovina Cuisines, and Maguire Home Services noting AcuBright and Bucovina Cuisines had been waiting for their annual fire inspections before they could be considered for renewal.

**MOTION: Chairman Caron motioned to approve the home occupation renewal permits for AcuBright, Bucovina Cuisines, and Maguire Home Services; seconded by Vice Chair Cacciatore. The motion passed 2-0-0.**

**CORRESPONDENCE**

***Waste Management Fuel Surcharge Decrease***

Town Administrator Ruelle informed the board Waste Management’s monthly fuel surcharge has been decreased from $639.33 to $435.50 beginning July 1, 2023 through December 31, 2023.

***Thank You Card from Deb Marston***

The board acknowledged a thank you card from Deb Marston regarding a town-donated cemetery plot at Hillside Cemetery that was gifted to her late husband, Dr. Robert Marston. Board members commented on Doc’s valuable contributions to the town over many decades and that he was very deserving of the gift.

***James Hayden Award***

This item was tabled to the next board meeting.

**FOLLOW UP ITEMS**

***Use of Additional Highway Grant Funds – Block Grant ($44,792.53) and Bridge Grant ($39,226.44)***

Discussion ensued on utilizing the bridge grant monies to address any deficiencies or repairs needed to the Giles Road bridge. This could include hiring a bridge engineer to work with the road agent on identifying areas needing repair and to also purchase the necessary tools to do the repairs. General repairs could be made by the road agent. The bridge was redone in the 1990’s. The most recent bridge report notes minor repairs and a crack in one block.

**MOTION: Chairman Caron motioned to utilize the bridge grant funds to hire a bridge engineer to assist the road agent and to purchase the necessary tools related to the bridge repairs and to further make recommendation back to the board on what repairs need to be made; seconded by Vice Chair Cacciatore. The motion passed 2-0-0.**

The block grant was tabled to the next meeting when Mr. Nigrello would be present.

***Emergency Management Structure***

This item was tabled to the next board meeting.

***Work Period Determination – 7K Exemption***

This item was tabled to the next board meeting.

**NONPUBLIC SESSION I – PLANNING BOARD COMPLAINT – LIGHT INDUSTRIAL PARK**

**MOTION: Chairman Caron motioned to go into nonpublic 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 Vice Chair Cacciatore.**

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

 **Vice Chair Cacciatore – yes**

The board entered nonpublic session at 7:01pm.

The board re-entered public session at 7:16pm.

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

**NONPUBLIC SESSION II – PLANNING BOARD HOP GRANT**

**MOTION: Chairman Caron motioned to go into nonpublic 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 Vice Chair Cacciatore.**

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

 **Vice Chair Cacciatore – yes**

The board entered nonpublic session at 7:18pm.

The board re-entered public session at 7:38pm.

**MOTION: Vice Chair Cacciatore motioned to seal nonpublic 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 Caron. The motion passed 2-0-0 (2/3 vote required).**

With no other business before the board,

**MOTION: Chairman Caron motioned to adjourn; seconded by Vice Chair Cacciatore. The motion passed 2-0-0 and the meeting ended at 7:39pm.**

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

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