**TOWN OF EAST KINGSTON BOARD OF SELECTMEN**

MEETING MINUTES

September 6, 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 and Joseph Cacciatore – Vice Chair. Absent: Robert Nigrello.

Others Present: Town Administrator Grace Ruelle, Police Chief Michael LePage, Police Lieutenant Clayton Jervis, Conservation Commission Chair Dennis Quintal, Planning Board Chair Josh Bath, and patrolman candidate Robert DiFlumeri.

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

**JAMES HAYDEN AWARD**

Vice Chairman Cacciatore recognized Dennis Quintal as recipient of the 2023 James Hayden Award which is intended to recognize those in Rockingham County who have made significant contributions to their communities or the greater region in natural resource conservation and planning. Board members extended their appreciation for Mr. Quintal’s service and dedication to conservation efforts and for his decision to the preservation of land in the Town of East Kingston. Mr. Quintal was presented with a plaque and a photo was taken with members of the board for further publication.

**APPROVAL AND SIGNING OF DOCUMENTS**

***Meeting Minutes***

The Board reviewed the August 7, 2023 and August 14, 2023 public meeting minutes.

**MOTION: Chairman Caron motioned to approve the August 7th and August 14th, 2023 public meeting minutes; seconded by Vice Chair Cacciatore. The motion passed 2-0-0.**

The Board reviewed the August 7, 2023 nonpublic session I and nonpublic session II meeting minutes.

**MOTION: Vice Chair Cacciatore motioned to approve both sessions I and II of the August 7, 2023 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 was necessary.

***Accounts Payable Check Registers***

Chairman Caron presented, for board review and questions, accounts payable check registers dated August 15, 2023 in the amount of $34,409.99, accounts payable check register dated August 28, 2023 in the amount of $215,618.08, and a second accounts payable check register dated August 28, 2023 in the amount of $171,805.00.

**MOTION: Vice Chair Cacciatore motioned to approve and sign the accounts payable check registers August 15, 2023 in the amount of $34,409.99, accounts payable check register dated August 28, 2023 in the amount of $215,618.08, and a second accounts payable check register dated August 28, 2023 in the amount of $171,805.00; seconded by Chairman Caron. The motion passed 2-0-0.**

***Payroll Registers***

Chairman Caron presented, for board review and questions, payroll registers dated August 18, 2023 in the amount of $55,729.15 and September 1, 2023 in the amount of $42,056.02.

**MOTION: Chairman Caron motioned to approve and sign the payroll registers August 18, 2023 in the amount of $55,729.15 and September 1, 2023 in the amount of $42,056.02; seconded by Vice Chair Cacciatore. The motion passed 2-0-0.**

***Police Special Detail***

Chairman Caron presented, for board review and questions, police special detail payroll registers dated August 1, 2023-August 9, 2023 in the amount of $2,695.00 and August 16, 2023-August 27, 2023 in the amount of $8,575.00.

**MOTION: Chairman Caron motioned to approve and sign the police special detail payroll check registers dated August 1, 2023-August 9, 2023 in the amount of $2,695.00 and August 16, 2023-August 27, 2023 in the amount of $8,575.00; seconded by Vice Chairman Cacciatore. The motion passed 2-0-0.**

**CORRESPONDENCE**

***Waste Management – Contract and Disposal Increases for 2024***

Board members reviewed the rate adjustment increases for waste removal services reflecting increases as follows: $0.61 per cart picked-up, $3.99 per ton for disposal, $125.00 for bulk waste, $0.75 for metal and $0.50 for electronics. It was noted the market for recycled materials has dropped significantly.

***Home Occupation Permit Renewal Acknowledgement***

The board acknowledged the permit renewals for invisible home occupations noting no action was necessary. Automatic renewals upon completion of renewal form and permit fee were given to BW Smith Excavation and Lew’s Appliance and Refrigeration. Also noted was the discontinued home occupation of Lawn Hopper due to the business’ move to Newton.

**DISCUSSION ITEMS**

**#1. INTENT TO CUT – MBL# 006-02-01/132 GILES ROAD, MBL# 06-02-07/104 GILES ROAD, MBL# 06-02-09/110 GILES ROAD**

Board members reviewed the Intent to Cut application for properties located on Giles Road noting a single owner of all three properties. Mr. Quintal, having previously reviewed the application, provided his observations and recommendations as follows:

* The logging trucks shall access the parcels by way of Route 111 in Exeter; however, should it be determined town roads in East Kingston will be used, a maintenance bond should be required. There are access points to the properties located between Greystone Road and Joslin Road which should not be used unless a bond is required.

Board members requested Police Chief LePage monitor Giles Road to ensure logging trucks are not utilizing town roads in EK as the permit indicates access shall be by way of Route 111 in Kingston.

* The application does not bear the signature of the person responsible (logger/forester) for verifying and recording the timber quantity in accordance with timber harvesting laws. Though the application provides the name of Charles Marino, no signature is present. A signature should be obtained to validate the permit.
* Notification requirements for the timber harvesting has been conducted. The property owner intends to select-cut the trees on the parcels to maintain a healthy forest.

Discussion ensued on ascertaining the required signature and approving the application with that condition. Chairman Caron also noted the start date was originally noted as September 15th, however it was crossed out on the form. The new start date would also need to be confirmed.

**MOTION: Chairman Caron motioned to approve the Intent to Cut application for properties located at 132, 104, and 110 Giles Road conditional on the application being signed by the appropriate person, and confirmation of a start date; seconded by Vice Chair Cacciatore. The motion passed 2-0-0.**

**#2. HB321 – REVIEW OF NONPUBLIC MEETING MINUTES**

The board acknowledged House Bill 321 which goes into effect on October 3, 2023 requiring the review of sealed nonpublic meeting minutes retroactive ten years back. This process would include adding a standing agenda item to agendas, reviewing sealed, nonpublic meeting minutes in nonpublic session, determining whether the minutes should be made available to the public or remain sealed. The bill gives municipalities ten years to catch up on its initial review of ten years back. Sealed meeting minutes that are not reviewed by the board within the timeline outlined in the bill shall be opened to the public without the required review and determination.

**NONPUBLIC SESSION I – HIRING OF ANY PERSON AS A PUBLIC EMPLOYEE**

**MOTION: Chairman Caron motioned to go into nonpublic session under RSA 91-A:3, (B) the hiring of a public employee; seconded by Vice Chair Cacciatore.**

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

**Vice Chair Cacciatore – yes**

The board entered nonpublic session at 6:52pm.

The board re-entered public session at 6:55pm.

**SILENT BID AUCTION – POLICE DEPARTMENT HUMVEES**

Police Chief LePage requested board approval to move forward with silent bid to sell the two department Humvees, stating appropriate equipment has been stripped from the vehicles. The only issue with the sale of the vehicles is that the purchase/bid funds must be returned to the Police Department budget, not the general fund, per the terms of the federal law (1033 Military Program Surplus Equipment). Board members stated they had no issue with returning the funds to the Police Department budget as those new funds could be used towards the purchase of future cruisers.

**MOTION: Chairman Caron motioned to approve the potential sale of the Police Department Humvees through the Silent Bid Auction process and for the sale funds to be allocated to the Police Department account; seconded by Vice Chair Cacciatore. The motion passed 2-0-0.**

Chief LePage indicated when the bidding process was over and they go to open the bids, they will make determinations as to whether to accept the bids per the appropriate bidding process.

Chief LePage, Robert DiFlumeri, and Lieutenant Jervis left the meeting at 6:57pm.

**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 7:00pm.

Planning Board Chair Bath left the meeting at 7:14pm.

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

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

**NONPUBLIC SESSION III – TOWN OFFICIALS SITTING ON MULTIPLE BOARDS**

**MOTION: Vice Chair Cacciatore 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 Chairman Caron.**

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

**Vice Chair Cacciatore – yes**

The board entered nonpublic session at 7:17pm.

The board re-entered public session at 7:22pm.

**OLD TOWN HALL**

Mr. Quintal spoke to the plans and process in moving forward with the old town hall project noting determinations will need to be made with respect to securing storage for artifacts and items from the town hall in preparation for its upcoming renovations, and for what to do with some of those items. He provided an overview of dry storage costs and storage sizes from three local storage companies with the best prices offered by Depot Storage located in East Kingston. Temperature controlled units are not required, and the Grange curtains must be stored in a specific fashion.

Board members discussed funding options for the cost of storage (approximately $3,600 per year) and noted grant moneys were allocated to the Historical Committee for such purposes, and that costs could be shared by the three entities whose items would be stored (Historical Committee, Grange, and Boy Scouts).

Mr. Quintal then went through a checklist seeking the board’s direction on each matter (store or dispose of Boy Scout materials, store, sell or dispose of wooden chairs, large safe (likely to be moved to the town office building), demolish chimneys, furnace (determine if can be used at the town office building), relocate outside utility pole, locate septic tank for possible relocation, determine if gas tanks are needed and can be relocated).

Discussion then ensued on the kitchen space and design to be considered noting specifics couldn’t be determined until potential capacity and usage were determined. This determination would also affect the septic design.

Mr. Quintal stated he will need answers to what to do with these items as they plan to move forward with the project. He thanked the board for their time and then left the meeting at 7:53pm.

Board members agreed to invite members of the Historical Committee to a future meeting to discuss the funds associated with the grants for this project, and to ascertain their input on the project.

**SALT SHED**

Chairman Caron indicated he would like the board to move forward with addressing the salt shed. As such, he will contact the companies who provided quotes earlier in the year to see if they are still valid and place this topic on the next meeting’s agenda. The board will need to review the upcoming road repair schedule to determine how much of the highway block grant should be allocated for the salt shed.

With no other business before the board,

**MOTION: Vice Chair Cacciatore motioned to adjourn; seconded by Chairman Caron. The motion passed 2-0-0 and the meeting ended at 8:00pm.**

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

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