**TOWN OF EAST KINGSTON BOARD OF SELECTMEN**

MEETING MINUTES

October 2, 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, Joseph Cacciatore – Vice Chair, and Robert Nigrello.

Others Present: Town Administrator Grace Ruelle, Police Chief Michael LePage, Conservation Commission Chair Dennis Quintal, and Police Lieutenant Clayton Jervis.

Chairman Caron called the meeting to order at 6:53pm with the roll call.

**APPROVAL AND SIGNING OF DOCUMENTS**

***Meeting Minutes***

The Board reviewed the September 18, 2023 public meeting minutes.

**MOTION: Chairman Caron motioned to approve the September 18, 2023 public meeting minutes; seconded by Mr. Nigrello. The motion passed 3-0-0.**

***Accounts Payable Check Registers***

Chairman Caron presented, for board review and questions, accounts payable check registers dated September 22, 2023 in the amount of $12,850.67.

**MOTION: Mr. Nigrello motioned to approve and sign the accounts payable check registers dated September 22, 2023 in the amount of $12,850.67; seconded by Vice Chair Cacciatore. The motion passed 3-0-0.**

***Payroll Registers***

Chairman Caron presented, for board review and questions, the payroll check register dated September 15, 2023 in the amount of $70,277.52.

**MOTION: Vice Chair Cacciatore motioned to approve and sign the payroll register dated September 15, 2023 in the amount of $70,277.52; seconded by Mr. Nigrello. The motion passed 3-0-0.**

***Police Special Detail***

Chairman Caron presented, for board review and questions, police special detail payroll register for the period of September 13 through September 23, 2023 in the amount of $6,925.00.

**MOTION: Mr. Nigrello motioned to approve and sign the police special detail payroll check register for the period of September 13 through September 23, 2023 in the amount of $6,925.00; seconded by Vice Chairman Cacciatore. The motion passed 3-0-0.**

***Fire Department Second Quarter Payroll Registers***

Chairman Caron presented, for board review and questions, the fire department second quarter payroll check register dated September 15, 2023 in the amount of $14,224.10.

**MOTION: Mr. Nigrello motioned to approve and sign the fire department second quarter payroll register dated September 15, 2023 in the amount of $14,224.10; seconded by Vice Chair Cacciatore. The motion passed 3-0-0.**

**CORRESPONDENCE ITEMS**

**#1. POLICE HUMVEES BID OPENING**

Board members were in receipt of a total of 6 sealed bids for the 1992 Blue Humvee and/or the green (parts) Humvee. It was noted that since the Humvees were part of the federal 1033 Program that provides surplus law enforcement equipment to municipalities, any funds received from the sale of this surplus equipment is to be designated back to the police department budget and not to the general fund. Additionally, the board has the right to accept or reject any bid at their discretion.

Chairman Caron opened each of the bids and announced the name and address of the bidder as well as the bid offers as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Bidder’s Name | Bidder’s Address | Bid for 1992 Blue Humvee | Bid for Green (parts) Humvee |
| 1. | Mark Brinkerhoff | 32 Burnt Swamp Road, E. Kingston | $3,100 | $1,100 |
|  |  |  |  |  |
| 2. | Mark LePage | 158 Route 125, Kingston | $3,199 for both |
|  |  |  |  |  |
| 3. | Robert DiFlumeri | 2 Amesbury Road, Newton | $3,300 | ----- |
|  |  |  |  |  |
| 4. | Dale Gordon | 90 South Main Street, Newton | $2,500 | $500 |
|  |  |  |  |  |
| 5.  | Michael Jacques | 2 Tilton Lane, E. Kingston | $7,005 | $1,505 |
|  |  |  |  |  |
| 6. | Clayton Jervis | 24 Elkins Road, Kingston | $2,686 | $616 |

**MOTION: Mr. Nigrello motioned to award the bids of the 1992 Humvee and the parts Humvee to Michael Jacques in the amounts of $7,005 and $1,505 respectively; seconded by Vice Chair Cacciatore. The motion passed 3-0-0.**

Chief LePage offered to notify Mr. Jacques.

**DISCUSSION ITEMS**

***Conservation Easement: MBL# 17-03-02, 48 Giles Road Rear Follow Up from Public Hearing***

Since the public hearing on the conservation easement has been continued to November 13th, this agenda item will be tabled until that date as well.

***Culvert at Old Town Hall – Additional Highway Block Grant***

As a follow-up to the last meeting, Chairman Caron, along with the Road Agent, has inspected the culvert located in the parking lot area at the old town hall. Findings include evidence of partial culvert collapse and bubbling water where the culvert is plugged and not draining properly.

Discussion ensued on the importance of repairing the culvert before the winter months where heavy equipment would traverse the culvert area to access the salt shed, replacing the entire culvert due to the amount of rust and corrosion, replacing the culvert with at least the same size pipe, that the improvement plans for the old town hall will have no impact on the repair of the culvert, funding the project with the Highway Block Grant Funds, and the purchasing policy which requires expenditures of this type to go out to bid. The Road Agent will be contacted for spec estimates, pipe sizing, and estimated costs.

**MOTION: Chairman Caron motioned to go out to bid for the culvert replacement project at the old town hall parking lot as soon as possible; seconded by Vice Chair Cacciatore. The motion passed 3-0-0.**

**NON-PUBLIC SESSION I**

**MOTION: Chairman Caron 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: Chairman Caron – yes**

 **Mr. Cacciatore – yes**

 **Mr. Nigrello – yes**

The board entered non-public session at 7:29pm.

The board re-entered public session at 7:43pm.

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

**NON-PUBLIC SESSION II**

**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 Vice Chair Cacciatore.**

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

 **Mr. Cacciatore – yes**

 **Mr. Nigrello – yes**

The board entered non-public session at 7:44pm.

The board re-entered public session at 7:47pm.

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

***Meeting Agendas***

Board members were in agreement that Emergency Management Structure and Overtime Determination will be placed back on the agenda under the Follow Up Section as a space saver to ensure these items are addressed.

With no other business before the board,

**MOTION: Mr. Nigrello motioned to adjourn; seconded by Vice Chair Cacciatore. The motion passed 3-0-0 and the meeting ended at 7:49pm.**

Minutes prepared by Catherine Belcher.

Approved on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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