**TOWN OF EAST KINGSTON BOARD OF SELECTMEN**

MEETING MINUTES

October 30, 2023

|  |  |
| --- | --- |
| 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, Fire Chief Ed Warren, Jason Cohen (Block 5) and Planning Board Chair Josh Bath.

Chairman Caron called the meeting to order at 7:25pm with the roll call.

Noting the late start of the meeting due to the preceding public hearing on the conservation easement proposal, Chairman Caron modified the order of the agenda.

**CORRESPONDENCE ITEMS**

***#1. Block 5 – Proposed Projects***

Board members met with Jason Cohen of Block 5 Technologies to discuss proposed IT projects. Projects shall be referred to in general terms for cyber security reasons.

Project updates were identified for the town office building, the fire station, and the police station. Some updates were due to end-of-life technologies currently in place and others for greater wireless access for both communication and safety reasons. Redundancy strategies were noted to prevent system failure.

Discussion ensued on technology systems used by other towns to retain connectivity with the State, on upgrading services that are no longer supported, projects to dedicate to federal funding opportunities, and developing a capital improvement plan for IT projects.

Board members agreed to move forward with the IT projects plan and thanked Mr. Cohen for attending the meeting. Mr. Cohen left the meeting at 7:41pm.

 **DISCUSSION ITEMS**

***#1. Jeffrey Miller – ZBA Alternate Appointment***

Board members acknowledged the Zoning Board of Adjustment’s recommendation to appoint Jeffrey Miller to the position of alternate Zoning Board of Adjustment member for a three-year term expiring in 2026.

**MOTION: Vice Chair Cacciatore motioned to appoint Jeffrey Miller to the position of ZBA alternate; seconded by Mr. Nigrello. The motion passed 3-0-0.**

***#2. Nonpublic Session I – HOP Grant***

**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 7:43pm.

The board re-entered public session at 8:24pm.

**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).**

***#3. Nonpublic Session II – Review of Nonpublic Meeting Minutes (HB321)***

**MOTION: Chairman Caron motioned to go into non-public session under RSA 91-A:3, (m) Consideration of whether to disclose minutes of a nonpublic session due to a change in circumstances; 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 8:26pm.

The board re-entered public session at 8:34pm.

**MOTION: Mr. Nigrello motioned to unseal nonpublic meeting minutes dated January 5, 1998, January 19, 1998, February 2, 1998, February 23, 1998 Sessions I and II, March 2, 1998, March 16, 1998, and March 23, 1998; seconded by Vice Chair Cacciatore. The motion passed 3-0-0.**

**APPROVAL AND SIGNING OF DOCUMENTS**

***#1. Meeting Minutes***

The Board reviewed the October 17, 2023 meeting minutes.

**MOTION: Chairman Caron motioned to approve the October 17, 2023 public meeting minutes; seconded by Mr. Nigrello. The motion passed 3-0-0.**

***#2. Accounts Payable Check Registers***

Chairman Caron presented, for board review and questions, accounts payable check registers dated October 17, 2023 in the amount of $7,635.39 and October 27, 2023 in the amount of $70,116.87.

**MOTION: Mr. Nigrello motioned to approve and sign the accounts payable check registers dated October 17, 2023 in the amount of $7,635.39 and October 27, 2023 in the amount of $70,116.87; seconded by Vice Chair Cacciatore. The motion passed 3-0-0.**

***#3. Payroll Registers***

Chairman Caron presented, for board review and questions, the payroll check register dated October 27, 2023 in the amount of $63,083.97.

**MOTION: Vice Chair Cacciatore motioned to approve and sign the payroll register dated October 27, 2023 in the amount of $63,083.97; seconded by Mr. Nigrello. The motion passed 3-0-0.**

***#4. Police Special Detail***

Chairman Caron presented, for board review and questions, police special detail payroll register for the period of October 9 through October 19, 2023 in the amount of $11,080.00.

**MOTION: Vice Chairman Cacciatore motioned to approve and sign the police special detail payroll check register for the period of October 9 through October 19, 2023 in the amount of $11,080.00; seconded by Mr. Nigrello. The motion passed 3-0-0.**

**FOLLOW UP ITEMS**

***#1. Use of Additional Highway Grant Funds (Block Grant: $44,792.53, Bridge Grant: $39,226.44 - $2,984.58 expended)***

Chairman Caron reported they are waiting on the final numbers for the town hall culvert project to finalize funding sources. The project will be charged first against the block grant and is slated to begin later this week or next. With respect to the bridge grant funds, there is a running tally of expenditures which will include professional review of the bridge report (funds to be earmarked for this), and the purchased tools for clearing the Giles Road bridge guardrail ($2,984.58).

***#2. Emergency Management Structure***

No new update. Place on next agenda.

***#3. Work Period Determination – 7k Exemption***

Chairman Caron reported the policy changes associated with this item have been forwarded to town counsel for review.

***Other Business***

*Planning Board Site Visit*: The board was informed of an upcoming site visit to the 213 Haverhill Road light industrial park on November 18th at 8:30am. Selectmen representation is requested.

*Storage Unit Rentals/Dumpster Rental*: Two storage units have been secured at Ace Cleanout and a dumpster has been secured for the Old Town Hall cleanout at the request of the Old Town Hall Committee. Discussion ensued on who was responsible for paying for these services. It was noted no invoices have been received yet.

*Town Office Projects*: Chairman Caron informed the board of town office projects he is overseeing noting the building has been neglected for a number of years:

* Quotes to clean the heating ducts (Stanley Steamer and Armstrong Duct and Vent)
* Scheduling to have the burner serviced once the ducts have been cleaned.
* Discussions with three companies for installation of minisplits (Diamond, McKenzie, and Granite State)
* Plans to obtain quotes to refinish the main hallway and Selectmen’s office.

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 8:49pm.**

Minutes prepared by Catherine Belcher.

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

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