**TOWN OF EAST KINGSTON BOARD OF SELECTMEN**

MEETING MINUTES

November 13, 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 Robert Nigrello. Absent: Joseph Cacciatore – Vice Chair.

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**

***#1. Meeting Minutes***

The Board reviewed the October 30, 2023 public and nonpublic sessions I and II meeting minutes.

**MOTION: Mr. Nigrello motioned to approve the October 30, 2023 public and nonpublic sessions I and II meeting minutes; seconded by Chairman Caron. The motion passed 2-0-0.**

The Board reviewed the October 30, 2023 public hearing on the conservation easement meeting minutes.

**MOTION: Mr. Nigrello motioned to approve the October 30, 2023 public hearing on the conservation easement meeting minutes; seconded by Chairman Caron. The motion passed 2-0-0.**

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

Chairman Caron presented, for board review and questions, accounts payable check register dated November 1, 2023 in the amount of $7,900.00.

Clarification was made on the contracted number of snowplows (6) and loaders (1) as well as hourly rate for both ($130/$110) noting that the number of pieces of equipment not exceed 7 as any additional would not be entitled to the stipend.

**MOTION: Mr. Nigrello motioned to approve and sign the accounts payable check register dated November 1, 2023 in the amount of $7,900.00; seconded by Chairman Caron. The motion passed 2-0-0.**

Chairman Caron presented, for board review and questions, accounts payable check register dated November 3, 2023 in the amount of $30,071.81.

**MOTION: Mr. Nigrello motioned to approve and sign the accounts payable check register dated November 3, 2023 in the amount of $30,071.81; seconded by Chairman Caron. The motion passed 2-0-0.**

Chairman Caron presented, for board review and questions, accounts payable check register dated November 9, 2023 in the amount of $16,451.89.

**MOTION: Mr. Nigrello motioned to approve and sign the accounts payable check register dated November 9, 2023 in the amount of $16,451.89; seconded by Chairman Caron. The motion passed 2-0-0.**

***#3. Payroll Registers***

Chairman Caron presented, for board review and questions, the payroll check register dated November 9, 2023 in the amount of $35,917.24.

**MOTION: Mr. Nigrello motioned to approve and sign the payroll register dated November 9, 2023 in the amount of $35,917.24; seconded by Chairman Caron. The motion passed 2-0-0.**

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

Chairman Caron presented, for board review and questions, police special detail payroll register for the period of October 25 through October 27, 2023 in the amount of $2,080.00.

**MOTION: Mr. Nigrello motioned to approve and sign the police special detail payroll check register for the period of October 25 through October 27, 2023 in the amount of $2,080.00; seconded by Chairman Caron. The motion passed 2-0-0.**

***#5. Tax Collector’s Warrant: New Tax Rate of $25.19***

Chairman Caron read into the record the Tax Collector’s Warrant addressed to Tax Collector Barbara Clark:

*In the name of the State, you are hereby directed to collect the property taxes in this list herewith committed to you, amounting to the sum of Five Million Four Hundred Nineteen Thousand Three Hundred Thirty-Two Dollars and Seventy-Eight Cents ($5,419,332.78) and with interest as eight percent (8%) per annum from December 18, 2023 thereafter, on all sums not paid on or before that day.*

*And we further order you to remit all monies collected to the Town Treasurer, or to the Town Treasurer’s designee as provided by RSA 41:29,VI at least on a weekly basis, or daily whenever tax receipts total One Thousand Five Hundred Dollars ($1,500) or more.*

*Given unto our hands at East Kingston, New Hampshire, this thirteenth day of November 2023.*

**MOTION: Mr. Nigrello motioned to approve and sign Tax Collector’s Warrant as presented; seconded by Chairman Caron. The motion passed 2-0-0.**

***#6. Nonpublic Session I – Personnel Matter***

**MOTION: Chairman Caron motioned to go into nonpublic session under RSA 91-A:3, (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted; seconded by Mr. Nigrello.**

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

 **Mr. Nigrello – yes**

The board entered nonpublic session at 6:38pm.

The board reentered public session at 6:42pm.

**MOTION: Mr. Nigrello 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).**

**DISCUSSION ITEMS**

Chairman Caron modified the order of the discussion items as follows:

***#5. Nonpublic Session II – Personnel Matter***

**MOTION: Mr. Nigrello motioned to go into nonpublic session under RSA 91-A:3, (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted; seconded by Chairman Caron.**

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

 **Mr. Nigrello – yes**

The board entered nonpublic session at 6:43pm.

The board re-entered public session at 7:11pm.

**MOTION: Mr. Nigrello 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).**

***#4. Police Department Letter***

Chairman Caron read aloud a letter from Police Chief LePage announcing his intent to retire from his position as Police Chief effective December 31, 2023.

**MOTION: Mr. Nigrello motioned to accept the retirement of Chief LePage effective December 31, 2023; seconded by Chairman Caron. The motion passed 2-0-0.**

**MOTION: Chairman Caron motioned to offer a one-year probationary contract for the position of Police Chief to Police Lieutenant Clayton Jervis effective January 1, 2024 per the terms negotiated; seconded by Mr. Nigrello.**

Discussion: Lieutenant Jervis accepted the offer to serve as Police Chief.

**VOTE: The motion passed 2-0-0.**

Board members extended their congratulations to Lieutenant Jervis and noted they would need to coordinate his official swearing in with the Town Clerk.

**#1.-#3. Town Office Projects**

Chairman Caron presented Town Office projects updates as follows:

* Minisplits: four quotes went out with three responses to date. They are waiting on the fourth quote. Discussion ensued on the rationale for minisplits (energy savings, multiple options for heat, the poor condition of the heat ducts).
* Floor Refinishing: multiple quotes went out, only one expressed interest but they are still waiting for an official quote. Anticipating the project to be completed in April and will take five days to complete (two days to sand, three days to apply three coats of finish). Areas to be refinished include the selectmen’s office, hallway, and town clerk’s office.
* Drywall repairs: Bob Hagen is scheduled to begin drywall repairs (bathroom, hallways, light fixture holes, over the fireplace) on November 15th at a cost of $500.
* Duct cleaning: Stanley Steamer is scheduled to clean the heating ducts on December 6th for a cost of $770.
* Window shades: 15 green shades will be replaced for a cost of $1600. Three quotes were received with the best from Blinds.com.

***Other Business***

*Pickleball Committee:* Mr. Nigrello provided an update on the Pickleball Committee’s work to construct courts at the elementary school and library, to purchase nets and paddles, to put together game rules and guidelines, and obtain public input by way of a survey. The plan is to get the activity up and running in the spring. He noted this is a coordinated effort between the school, the Recreation Committee, the Selectboard, and the library.

*Radar Grant and Mobile Data Terminal Grant:* Police Chief LePage informed the board of a grant opportunity that he received today from the Office of Highway Safety to purchase radar, MBT computer, the dock, stand and all the electronics with a cost to the town of $7,134.36 with monies coming from the special detail fund. This is a 75 (grant)/25 (town) match.

 **MOTION: Chairman Caron motioned to approve the Radar Grant and Mobile Data Terminal Grant opportunity to purchase police equipment with a cost to the town of $7,134.36; seconded by Mr. Nigrello. The motion passed 2-0-0.**

**CORRESPONDENCE ITEMS**

***#1. Avitar Revaluation Contract***

Chairman Caron presented the town’s current property appraiser’s proposed contract to complete a revaluation of the town beginning January 2024 and noted it was the least expensive appraiser in the state. Discussion ensued on the 25% increase totaling $53,244.00, on the company’s hands-on field work as opposed to other companies drive-by appraisals, and the fair and reasonable appraisals conducted over the years when other companies inflate values.

**MOTION: Mr. Nigrello motioned to accept the contract from Avitar to conduct a revaluation in 2024 at a cost of $53,244.00; seconded by Chairman Caron.**

Discussion: It was noted this was not part of the basic 5-year contract; this was for the revaluation only. The current revaluation capital reserve fund’s balance is $26k. The board will discuss increasing the warrant article amount as part of the budget discussion.

**VOTE: The motion passed 2-0-0.**

With no other business before the board,

**MOTION: Mr. Nigrello motioned to adjourn; seconded by Chairman Caron. The motion passed 2-0-0 and the meeting ended at 7:42pm.**

Minutes prepared by Catherine Belcher.

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

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