**TOWN OF EAST KINGSTON BOARD OF SELECTMEN**

MEETING MINUTES

January 29, 2024

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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: Joseph Cacciatore – Vice Chair, Robert Caron – Chair and Robert Nigrello.

Others Present: Town Administrator Grace Ruelle and Fire Chief Ed Warren.

Chairman Caron called the meeting to order at 6:36pm with the roll call.

Town Administrator Ruelle informed the board that the discussion on the Joslin Road culvert will be rescheduled to another meeting at the request of the presenter (Virginial Daly).

**APPROVAL AND SIGNING OF DOCUMENTS**

***#1. Meeting Minutes***

The Board reviewed the January 10, 2024 public and nonpublic session meeting minutes.

**MOTION: Vice Chair Cacciatore motioned to approve the January 10, 2024 public and nonpublic session meeting minutes; seconded by Mr. Nigrello. The motion passed 3-0-0.**

The Board reviewed the January 15, 2024 budget public hearing minutes.

**MOTION: Mr. Nigrello motioned to approve the January 15, 2024 budget public hearing minutes; seconded by Vice Chair Cacciatore. The motion passed 3-0-0.**

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

Chairman Caron presented, for board review and questions, accounts payable check registers dated January 18, 2024 in the amount of $47,958.32 and $16,048.37.

**MOTION: Vice Chair Cacciatore motioned to approve and sign the accounts payable check registers dated January 18, 2024 in the amount of $47,958.32 and $16,048.37; seconded by Mr. Nigrello. The motion passed 3-0-0.**

***#3. Payroll Registers***

Chairman Caron presented, for board review and questions, the payroll check register dated January 19, 2024 in the amount of $53,601.91.

**MOTION: Vice Chair Cacciatore motioned to approve and sign the payroll register dated January 19, 2024 in the amount of $53,601.91; 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 January 2 through January 11, 2024 in the amount of $2,640.00.

**MOTION: Mr. Nigrello motioned to approve and sign the police special detail payroll check register for the period of January 2 through January 11, 2024 in the amount of $2,640.00; seconded by Vice Chair Cacciatore. The motion passed 3-0-0.**

***#5. Employee Change Form – Fire Department***

Board members reviewed the employee change forms submitted by the Fire Departments reflecting the salary change for Jason Warren due to his recent EMT certification. Board members commended the achievement with applause.

**MOTION: Mr. Nigrello motioned to approve and sign the Employee Change Form to increase the pay rate of Jason Warren to $20.50 per hour; seconded by Vice Chair Cacciatore. The motion passed 3-0-0.**

With no other Fire Department business to address, Fire Chief Warren left the meeting.

**CORRESPONDENCE ITEMS**

***#1. Sanders Searches Contract – Tax Collector***

Board members reviewed the contract with Sanders Searches, a company that provides lien procurement assistance to the Tax Collector. This is the same company employed to assist last year.

**MOTION: Mr. Nigrello motioned to retain Sanders Searches to assist the Tax Collector for the ensuing year; seconded by Vice Chair Cacciatore. The motion passed 3-0-0.**

***#2. Waste Management Fuel Adjustment***

Town Administrator Ruelle reported on a reduction in fuel costs for Waste Management. The cost has reduced from $435.50 to $383.63 per month – a $50 decrease. No board action required.

***#3. Tri-State Trek***

The board reviewed the contract for Tri-State Trek to conduct a bike run through town in June as part of the organization’s efforts to raise money and awareness for ALS. The organization’s certificate of liability is on file. It was noted that the Police Department had required special police detail for this event in the past. By general consent, the board agreed to approve the request contingent on the Police Chief providing input on the need for special police detail, and to sign the form once this had been addressed.

**CORRESPONDENCE ITEMS**

***#1. Nonpublic Session* – *Review of Sealed Nonpublic Meeting Minutes***

**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 nonpublic session at 6:46pm.

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

**MOTION: Chairman Caron motioned to unseal nonpublic meeting minutes dated July 13, 1998, July 20, 1998, July 27, 1998, August 3, 1998, August 10, 1998, August 24, 1998, August 29, 1998, August 31, 1998 and September 14, 1998; seconded by Vice Chair Cacciatore. The motion passed 3-0-0.**

***#2. Deliberative Session Preparation***

Board members discussed preparations for the February 3rd Deliberative Session noting they would provide hard copies of the budget public hearing PowerPoint presentation as it provides important information about the proposed budget and warrant articles.

Board members also agreed to reschedule the February 5th board meeting to immediately following the Deliberative Session as the purpose of this meeting is to address recommendation changes in the event any of the warrant articles are amended on the Deliberative Session floor.

***#3. Upcoming Meeting Schedule***

Board members reviewed upcoming meetings and commitments and agreed to move the March 4th meeting to March 11th as two board members would be out of state that day. Chairman Caron also agreed to provide ex-officio coverage for the February 15th Planning Board meeting.

***#4. Town Offices Floor Refinishing Project***

Board members discussed the logistics associated with the refinishing of the Town Office floors and the efforts necessary to inform the town of the building’s closure for that week in May. Town Clerk/Tax Collector services were of the greatest concern. Efforts are being made to secure assistance from neighboring towns.

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 7:12pm.**

Minutes prepared by Catherine Belcher.

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

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