**TOWN OF EAST KINGSTON BOARD OF SELECTMEN**

MEETING MINUTES

February 20, 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, Police Chief Clayton Jervis, Road Agent Mark Brinkerhoff, and Samantha and Louis Bellows.

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 January 29, 2024 public and nonpublic session meeting minutes.

**MOTION: Mr. Nigrello motioned to approve the January 29, 2024 public and nonpublic session meeting minutes; seconded Vice by 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 29, 2024 in the amount of $65,612.48.

**MOTION: Vice Chair Cacciatore motioned to approve and sign the accounts payable check registers dated January 29, 2024 in the amount of $65,612.48; seconded by Mr. Nigrello. The motion passed 3-0-0.**

Chairman Caron presented, for board review and questions, accounts payable check registers dated February 1, 2024 in the amount of $26,398.89.

**MOTION: Mr. Nigrello motioned to approve and sign the accounts payable check registers dated February 1, 2024 in the amount of $26,398.89; seconded by Vice Chair Cacciatore. The motion passed 3-0-0.**

Chairman Caron presented, for board review and questions, accounts payable check registers dated February 2, 2024 in the amount of $91,198.73.

**MOTION: Mr. Nigrello motioned to approve and sign the accounts payable check registers dated February 2, 2024 in the amount of $91,198.73; seconded by Vice Chair Cacciatore. The motion passed 3-0-0.**

Chairman Caron presented, for board review and questions, accounts payable check registers dated February 8, 2024 in the amount of $37,270.26.

**MOTION: Vice Chair Cacciatore motioned to approve and sign the accounts payable check registers dated February 8, 2024 in the amount of $37,270.26; seconded by Mr. Nigrello. The motion passed 3-0-0.**

Chairman Caron presented, for board review and questions, accounts payable check registers dated February 15, 2024 in the amount of $37,567.60.

**MOTION: Mr. Nigrello motioned to approve and sign the accounts payable check registers dated February 15, 2024 in the amount of $37,567.60; 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 February 2, 2024 in the amount of $37,507.07.

**MOTION: Vice Chair Cacciatore motioned to approve and sign the payroll register dated February 2, 2024 in the amount of $37,507.07; seconded by Mr. Nigrello. The motion passed 3-0-0.**

Chairman Caron presented, for board review and questions, the payroll check register dated February 15, 2024 in the amount of $37,567.60.

**MOTION: Mr. Nigrello motioned to approve and sign the payroll register dated February 15, 2024 in the amount of $37,567.60; seconded by Vice Chair Cacciatore. The motion passed 3-0-0.**

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

Chairman Caron presented, for board review and questions, police special detail payroll register for February 9, 2024 in the amount of $440.00.

**MOTION: Vice Chair Cacciatore motioned to approve and sign the police special detail payroll check register for February 9, 2024 in the amount of $440.00; seconded by Mr. Nigrello. The motion passed 3-0-0.**

***#5. Intent to Cut***

Board members reviewed the intent to cut application from Richard Russman for MBL# 06-02-01. The yield tax assessed for this timber harvest is $1,438.34.

**MOTION: Vice Chair Cacciatore motioned to approve the intent to cut application for Richard Russman, MBL# 06-02-01; seconded by Mr. Nigrello. The motion passed 3-0-0.**

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

Board members reviewed the employee change forms submitted by the Fire Departments reflecting the hiring of Michael Dame and the salary change for Joseph Polcari due to new certification.

**MOTION: Vice Chair Cacciatore motioned to approve and sign the employee change forms for Michael Dame and Joseph Polcari; seconded by Mr. Nigrello.**

Discussion: It was noted that one of the forms had been signed in the wrong place; however, this did not affect the validity of the form.

**VOTE: The motion passed 3-0-0.**

**CORRESPONDENCE ITEMS**

***#1. Letter from Virginia Daly – Culvert on Joslin Road***

Board members read a letter from Virginia Daly in which she outlined the issues she is having with the culvert located under her driveway and the Giles Road and Joslin Road water runoff. In summary: her driveway was recently paved and designed with a swale to address the water runoff from her own property, but it is not enough to handle the road runoff from Joslin and Giles roads. When the culvert became clogged a neighbor tried to help but was only able to get a small amount of water to pass. There is too much water runoff from both Giles Road and Joslin Road for her culvert to handle. She requested the board have the Road Agent address this.

Discussion ensued with the Road Agent Brinkerhoff whereby it was noted that a portion of the culvert in question is 40 years old and that it is either clogged or rotted which is contributing to the lack of flow, that this culvert is first in the ditch line on Joslin Road, and is located on private property which is not maintained by the town. Addressing the problem would require tearing up the new driveway and replacing the pipe or the culvert could be scoped to identify the location of the clog or rot. These options would be the responsibility of the property owner. Board members agreed to send a letter to Mrs. Daly informing her of their findings and that the Road Agent will continue to monitor the roadways in question.

***#2. Appointments – Conservation Commission***

Board members reviewed the appointments of Adam Barss and Brook Petrucelli to the Conservation Commission for terms of three years each expiring in March 31, 2027.

**MOTION: Vice Chair Cacciatore motioned to appoint Adam Barss and Brook Petrucelli to the Conservation Commission for terms of three years expiring in March 31, 2027; seconded by Mr. Nigrello.**

It was noted these are re-appointments as both currently serve on the Conservation Commission.

**VOTE: The motion passed 3-0-0.**

**DISCUSSION ITEMS**

***#1. Land Purchase Opportunity***

Louis and Samantha Bellows of 9 Main Street informed the board that they would be moving to Durham and selling their property at 9 Main Street. They would like to offer the town first dibs to purchase the home and property at a reduced price as the property is located next door to the Old Town Hall and surrounding by other town-owned land. They noted it would be suitable for fire/emergency personnel. Their asking price to the general public will be $799k; however, they would be willing to sell to the town for a reduced price of $768k. Responding to board questions, they indicated the parcel is ½ acre in size and that the selling price was generated by their realtor based on comparable properties in the area, which are very high.

Vice Chairman Cacciatore stated he believes the asking price to too high when considering the location and size of the parcel. Mr. Nigrello added that the land behind the fire station was purchased by way of a trust and that there are no monies available to purchase additional parcels at this time.

Board members also noted the process for the town to purchase real estate includes public hearings and placement on the ballot as the purchase can only be approved by voters. The earliest something like this could be considered by the town is March 2025. Mr. and Mrs. Bellows stated they would consider dropping the price even lower, but they could not wait a whole year to sell. Board members thanked them for presenting the opportunity; however, it is not something the board could consider at this time.

***#2. Radar Speed Sign – Police and Highway Departments***

Road Agent Brinkerhoff and Police Chief Jervis were present to discuss moving the radar speed sign currently located on Giles Road to another location. It was their recommendation to keep the sign on Giles and to purchase two additional radar speed sign units for placement on South Road and Willow Road. The cost of the original unit was $3,114 when purchased back in 2022 and it is anticipated the cost for new ones would be withing the ballpark. They would split the cost between the highway and police budgets.

Discussion ensued on the effectiveness of the units as well as how they can access data (# of cars, time of day, average speed) to inform them on scheduling patrols, that the units are virtually maintenance free, and that the preference is to install them to a utility pole versus a mobile trailer.

Board members agreed to the concept of the proposal but asked for specific costs, installation and timeframe information before giving official approval. Road Agent Brinkerhoff and Police Chief Jervis agreed to come back to the board with more information.

While on the topics of roads, Chairman Caron brought up the stop line painting project options resultant of the public hearing held last year on the Route 108/107 intersection (Main/Depot/Haverhill). Discussion ensued on painting the stop lines and on purchasing flashing stop signs for three intersections in town (Depot Road/Burnt Swamp Road/Powwow River Road). Road Agent Brinkerhoff and Police Chief Jervis were asked to obtain costs for flashing stop signs as well. Mr. Nigrello suggested the board send a response to State Representative Hobson providing the board’s option to paint the stop lines and that the town is contemplating other stop sign improvements.

***#3. White Mountain Scientific***

Board members discussed a home occupation application of Peter Manning of 57 Depot Road that was recommended by the Planning Board back in 2020 but never acted upon by the Selectmen. This was the responsibility of the former town administrator. The matter was recently brought to the attention of the board by way of a letter copied to the Police Chief. The board agreed that the best remedy was to review the original application and make its determination right away as the business has been in operation since 2020.

Board members reviewed the application noting the scope of the business was to provide firearms analysis for a firearms publication. The business falls under the purview of the ATF. This is not a retail or commercial service, there are no employees apart from Mr. Manning who will provide the analysis of the items and serve as editor for an internet source for firearms. There is no traffic, signage, noise, or environmental impact. Equipment includes hand tools and power tools. Items are shipped one to two times a month and a federal license is required to send and receive the controlled items. Chief Jervis stated he had no issues with this home occupation as it falls under the authority and monitoring of the AFT.

**MOTION: Mr. Nigrello motioned to approve the home occupation (White Mountain Scientific) for Peter Manning, 57 Depot Road as presented; seconded by Chairman Caron. The motion passed 3-0-0.**

***#4. Nonpublic Session* *I* – *Security Matters***

**MOTION: Chairman Caron motioned to go into non-public session under RSA 91-A:3, (g) Consideration of security-related issues; seconded by Vice Chair Cacciatore.**

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

**Mr. Cacciatore – yes**

**Mr. Nigrello – yes**

The board entered nonpublic session at 7:31pm.

The board re-entered public session at 7:36pm.

**MOTION: Chairman Caron motioned to seal nonpublic meeting minutes** **as the divulgence may likely render the proposed action ineffective; seconded by Mr. Nigrello. The motion passed 3-0-0.**

***#5. Nonpublic Session II* – *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 7:37pm.

The board re-entered public session at 7:39pm.

**MOTION: Chairman Caron motioned to unseal nonpublic meeting minutes dated October 5, 1998, October 12, 1998, October 19, 1998, October 26, 1998, November 2, 1998, November 9, 1998, November 23, 1998, December 7, 1998, and December 14, 1998; seconded by Vice Chair Cacciatore. The motion passed 3-0-0.**

With no other business before the board,

**MOTION: Chairman Caron motioned to adjourn; seconded by Mr. Nigrello. The motion passed 3-0-0 and the meeting ended at 7:41pm.**

Minutes prepared by Catherine Belcher.

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

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