**TOWN OF EAST KINGSTON BOARD OF SELECTMEN**

MEETING MINUTES

September 18, 2023

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

Others Present: Town Administrator Grace Ruelle, Dan Bodwell, and Library Trustee Robert Minicucci.

Chairman Caron called the meeting to order at 6:30pm with the roll call.

**APPROVAL AND SIGNING OF DOCUMENTS**

***Meeting Minutes***

The Board reviewed the September 6, 2023 public, nonpublic session I, nonpublic session II, and nonpublic session III meeting minutes. They noted that the nonpublic meeting minutes review mandate (HB 321) will being after the next board meeting.

**MOTION: Chairman Caron motioned to approve the September 6, 2023 public and three nonpublic sessions meeting minutes; seconded by Vice Chair Cacciatore. The motion passed 3-0-0.**

***Accounts Payable Check Registers***

Chairman Caron presented, for board review and questions, accounts payable check registers dated September 7, 2023 in the amount of $52,990.49 and September 15, 2023 in the amount of $53,809.92.

**MOTION: Vice Chair Cacciatore motioned to approve and sign the accounts payable check registers dated September 7, 2023 in the amount of $52,990.49 and September 15, 2023 in the amount of $53,809.92; seconded by Mr. Nigrello. 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 $40,396.37.

**MOTION: Mr. Nigrello motioned to approve and sign the payroll register dated September 15, 2023 in the amount of $40,396.37; seconded by Vice Chair Cacciatore. 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 August 28 – September 10, 2023 in the amount of $7,360.00.

**MOTION: Mr. Nigrello motioned to approve and sign the police special detail payroll check register for the period of August 28 – September 10, 2023 in the amount of $7,360.00; seconded by Vice Chairman Cacciatore. The motion passed 3-0-0.**

***NH Department of Revenue Administration Forms: MS-532 Auditors Report of 2022 Financials and MS-1 Assessors Summary of Inventory Evaluation***

Board members reviewed the MS-535 and MS-1.

**MOTION: Vice Chair Cacciatore motioned to accept the MS-535 Auditors Report of 2022 Financials and the MS-1 Assessors Summary of Inventory Evaluation; seconded by Mr. Nigrello.**

Discussion: Town Administrator Ruelle indicated she was in agreement with the reports and noted the town evaluation went down minimally due to the change in the utility evaluation.

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

***Home Occupation Renewals***

Chairman Caron presented the GRANDFATHERED home occupation renewal for Millpond Development Corp.

**MOTION: Mr. Nigrello motioned to grant annual GRANDFATHERED home occupation permit to Millpond Development Corp; seconded by Vice Chair Cacciatore. The motion passed 3-0-0.**

**CORRESPONDENCE ITEMS**

**#1. CEMETERY COMMITTEE BURIAL LOT DEEDS**

Board members reviewed the application for burial lot deeds for Kathleen Clark at Hillside Cemetery and David and Julie Lovering at Union Cemetery.

**MOTION: Mr. Nigrello motioned to approve the burial lot deeds for Kathleen Clark and David and Julie Lovering; seconded by Vice Chair Cacciatore. The motion passed 3-0-0.**

**#2. VETERAN TAX CREDIT**

Board members reviewed the application for veteran tax credit for property located at 90 Giles Road (MBL# 17-01-04).

**MOTION: Vice Chair Cacciatore motioned to approve the veteran tax credit for property located at 90 Giles Road; seconded by Mr. Nigrello.**

Discussion: Town Administrator Ruelle confirmed the application was approved by the assessor.

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

**DISCUSSION ITEMS**

***Additional Highway Block Grant Funds - $44,792.53***

Chairman Caron spoke to the collapse of an old culvert located by the Old Town Hall noting previous discussion on whether to address it at that time or later. He noted he wanted to put the board on notice that both Dennis Quintal (Town Engineer) and Mark Brinkerhoff (Road Agent) would be present at the next board meeting to discuss this further. He stated Mr. Brinkerhoff has indicated the matter is not urgent and Mr. Quintal is asking the board to look into it before the winter months.

Discussion ensued on not spending the money ($20k) to fix the culvert when there are plans to move the Old Town Hall building back from the roadway, which would subject the culvert to heavy equipment traffic, that the culvert does not affect the roadway – only town property which does not show any signs of water drainage problems, that the culvert was partially filled in years ago and there has been no negative runoff impacting the area, and that moving the building may affect the grade of the property. The board will meet with the Town Engineer and Road Agent at the next meeting for their input before making a final decision.

***Preliminary COLA Discussion***

Chairman Caron reported the Town Administrator attended a municipal manager’s conference whereby COLA for the upcoming budget season was discussed. He noted a number of communities considering increases from 2% COLA and 3% merit to straight 7% COLA and that the board should begin thinking about what East Kingston will offer when developing the 2024 budget. Mr. Nigrello noted the Town does not have COLA, just merit raises. Board members understood the information being provided was for the purpose of starting the conversation about these potential increases.

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 6:42pm.**

Minutes prepared by Catherine Belcher.

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

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