

**TOWN OF EAST KINGSTON, NH
SELECTMEN'S PUBLIC MEETING MINUTES
SEPTEMBER 15, 2008**

**7:00pm – Department Head Meeting
Conference Room, Town Offices Building**

ATTENDING: Selectmen Robert A. Caron, Richard S. Poelaert & David R. Pendell, Jr.

OTHERS ATTENDING: R. Scott Urwick, Pat Mazur, Carol Freeman, Sue Mazur, Austin Carter, Treasurer Kay Hankin, Library Trustee Conrad Moses, Town Clerk/Tax Collector Barbara Clark, Cemetery Trustee Vito Kasinskas, Planning Board Chairman David Sullivan, Conservation Commission Chairman Larry Smith, Police Chief R. R. Simpson, Fire Chief Sam Richard and EOC Director Mark Cook.

Chairman Caron called this Selectmen's Public meeting to order at 6:30PM.

MINUTES: The Board reviewed the meeting minutes of 9/2/08. Mr. Poelaert **MOTIONED** to approve and sign the Selectmen's Public Meeting Minutes dated 9/2/08 as presented. Mr. Pendell seconded. Motion carried 3-0.

REGISTER: The Board reviewed the check register. Mr. Pendell **MOTIONED** to approve and sign the check register dated 9/4-9/10/08, in the amount of \$472,399.72. Mr. Poelaert seconded. Motion carried 3-0.

RAILROAD DEPOT BLDG.: Historical Committee member Peter Gilligan has asked the Board of Selectmen to forward a letter to the contractor who renovated the railroad depot building to request he remove his sign and personal tools and equipment from the building.

The Board reviewed a letter to be forwarded to Mr. Satas. Mr. Pendell **MOTIONED** to approve and sign the letter as written. Chairman Caron seconded. Motion carried 2-0. (Mr. Poelaert left the room for a minute).

RECREATION COMMITTEE: The Board reviewed a memo addressed to the Recreation Committee regarding repairs to Foss Wasson Field.

Mr. Pendell **MOTIONED** to approve the memo as written. Mr. Poelaert seconded. Motion carried 3-0. It was noted the Recreation Committee Chair was unable to attend tonight's meeting, therefore, the memo will be mailed to him.

DRAGON MOSQUITO: It was noted Dragon Mosquito sprayed on 9/4, and will spray again in two weeks. The August report reflects no mosquitoes have tested positive for EEE or WNV, to date. Kensington tested positive for WNV on 8/19.

PROPOSAL: The Board acknowledged receipt of a proposal from an electrician regarding repairs to the fire station and the Pound School. After discussion, Mr. Poelaert **MOTIONED** to approve the expenditure of \$860 to repair the meter box of the fire station. The Board agreed to table the estimates for the Pound School until the 2009 budget.

LIBRARY: The Board acknowledged receipt of the Library Trustee meeting minutes dated 7/15/08 for their review.

FIRE DEPT.: The Board acknowledged receipt of a letter from the Fire Chief stating the capacity occupancy load for the new public library at 47 Maplevale Road is set at 130 persons. It was noted it would be posted at the building.

PLANNING BOARD: The Board has an agenda for the Planning Board meeting to be held on 9/18 for their review.

It was noted the IZIP grant has been awarded to the Town of East Kingston Planning Board. They will discuss it at their meeting 9/18 for final approval, and then the Board of Selectmen can sign the agreement.

RPC: The Board acknowledged receipt of a copy of a letter from RPC dated 8/29/08, stating two positions were vacant for the position of Commissioner and only one vacancy has been filled to date. The Planning Board received the original letter.

CONSERVATION COMMISSION: The Board acknowledged receipt of the Conservation Commission Meeting Minutes dated 8/4/08 for their review.

Cons. Comm. Chairman Larry Smith attended the 9/3 Powwow Pond Council meeting and reported DES, Fish & Game and State Reps are all involved. An exotic weed has been found. They will have another meeting in October.

It was noted a Wetlands Bureau application has been submitted on behalf of DM Baker regarding the installation of a PVC pipeline at 46 Stumpfield Rd. No action is required by the Board of Selectmen.

TOWN OFFICES: It was noted the town offices building is having some roof repairs performed to eliminate rain leaking into the building.

WEBSITE: The official website is coming along. Upon completion, Departments/Committees will be able to provide information to the Webmaster.

WASTE MANAGEMENT: It was noted copies of the current Waste Management contract have been provided to the Board members. The current contract expires 12/31/2009. Chairman Caron noted Exeter has recently changed to Northside Carting and they are happy with them. The Board members agreed to discuss contacting other vendors for comparison costs before renewing with Waste Management.

PLANNING BOARD: Mr. Pendell noted the agenda for the Planning Board this week includes several public hearings and discussion regarding rubbish removal for elderly housing developments.

Mr. Pendell inquired if all Selectmen were still in agreement in moving forward with the Planning Board. They all agreed it should be presented to the Planning Board for discussion.

EAGLE SCOUT PROJECT: Mr. Rolfs contacted the Selectmen's Office and reported he has replaced two of the "Welcome To East Kingston" signs originally erected by his son for his Eagle Scout Project. The posts have been replaced at no cost to the Town.

LIBRARY: The Adm. Asst. reported the latest update from the Town's insurance company stating the library is a place of assembly, therefore, no live trees are allowed. They recommend an artificial tree with UL miniature lights.

CALENDAR: The following dates were noted: 9/18 Planning Board meeting, 9/25 Accounts payable and payroll processing. It was noted Old Home Day, scheduled for 10/4, has been cancelled. The Grange will still hold their Ham & Bean Supper on Oct. 4th. A Household Hazardous Waste Collection Day is also scheduled for Sat. Oct. 4th at the Exeter Public Works Department. Elected Officials and Department Heads will meet with the Board of Selectmen during September/October to submit their 2009 proposed budgets.

DEPARTMENT HEAD MEETING: The Chairman called the Department Head Meeting to order at 7:00PM to discuss the 2008 budget and planning for 2009.

Chairman Caron stated each Department Head/Elected Official has been provided with tonight's agenda, along with a date for them to meet with the Board of Selectmen to present their proposed 2009 budgets, and their expenditures to date.

Chairman Caron encouraged everyone to save where they can due to high electric and heating costs. He recommended keeping buildings at a lower temperature, and to limit the use of vehicles. He added we may be looking at a rough winter ahead. The cost of heating oil is up as well as the cost of gasoline for snowplowing. The line items for electric, heat, and snow removal may go over "budget", therefore, we need to curb all spending where we can. They must stay within the bottom line of the total budget.

Chairman Caron explained the 2008 budget was approved at \$2,230,000, with approved warrant articles at \$218,400, for a total of \$2,448,400, which is what the tax rate will be set on in October.

He further noted the Town Clerk/Tax Collector would send out the tax bills in November for a due date in December 2008.

Beginning in 2009, the Town will bill twice a year for property taxes (due July & December).

Chairman Caron stated for 2009 budget planning, the proposed increases should be minimal, as bond payments for 2009 will be \$400,000 (up from \$330,000 for 2008) for the conservation easements, police station, and library. He suggested 2.5 – 3% increases, with justification for their increases. He stated they should be prepared to answer the Board's questions at their meeting with them.

He also stated we will all be learning this year with SB2, and he added we should keep warrant articles at a minimum.

Chairman Caron asked if anyone had any questions regarding their budget worksheet, and to look at the appointment schedule, etc.

Conrad Moses questioned the tax rate. Chairman Caron responded the tax rate will be set on the \$2,448,400 approved appropriations, and that last year the rate was \$22.26. He added they might be looking at a significant increase this year.

Discussion ensued regarding dates for SB2. Questions regarding the budget hearing, the deliberative session, when town reports will be due, when to be delivered, etc. The Board responded they have to determine a timeline, and will post it once they have done so. Chairman Caron stated it will be a learning curve for everyone, as this will be our first year with SB2.

It was noted the Planning Board is addressing any ordinance changes this month. Election Day is scheduled for Tuesday, March 10, 2009.

Chairman Caron asked if anyone had any questions. With none, they would be all set.

Ms. Clark stated a new law allows towns to increase their registration fees from \$2.50 to \$3.00. She added she would need permission from the Board of Selectmen to increase the fee. She stated some towns are waiting until 1/1/2009, and others are effective 10/1/2008. Chairman Caron asked what her recommendation is. She responded it is the responsibility of the Board of Selectmen. You can either increase it effective 10/1/2008, 1/1/2009, or do nothing.

Chairman Caron **MOTIONED** to increase the Town registration fee from \$2.50 to \$3.00, effective 1/1/2009. Mr. Poelaert seconded. Motion carried 3-0. A letter will be forwarded to the Town Clerk regarding this change, at her request.

POUND SCHOOL: Mr. Pendell inquired about the status of the deed to the Pound School. Chairman Caron responded the Town's attorney and school district's attorney agreed it was the school district that should change the deed. It was noted the deed conveyed the Pound School from the school district to the Town, but because of some verbiage in it that causes confusion, the district will eliminate the verbiage regarding usage solely for a public library. The school district wants to clarify the intent of the original meaning, which was to give the building to the Town. They have to determine whether or not they can change it, or if it has to be a warrant article at the school district meeting. It was further noted the school does not want the building; they want the Town to use the building.

Mr. Sullivan stated if the Town owns the building, then the Town maintains it. Mr. Poelaert stated currently, the Town does own it and we are maintaining it. The school district has stated it is clear that the building is controlled by the Town, and not by the school.

At 7:30PM, Mr. Poelaert **MOTIONED** to adjourn the Department Head meeting. Mr. Pendell seconded. Motion carried 3-0.

Everyone was leaving the room, when R. R. Simpson, S. Richard, & M. Cook entered. (They were waiting out in the hall, and did not realize the Dept. Head meeting was taking place).

Chairman Caron **MOTIONED** to re-open the Department Head meeting at 7:33PM. Mr. Poelaert seconded. Motion carried 3-0.

Chairman Caron reviewed the Dept. Head meeting with them.

Chairman Caron asked if there were any questions. With none, Chairman Caron closed the Dept. Head meeting at 7:40PM.

FIRE DEPT.: Chairman Caron stated he is getting estimates for repairs to the second floor of the firehouse. They are looking into installing separate heating zones to save on fuel costs.

Ms. Mazur inquired about the one bid received, and questioned if they were getting three bids. Chairman Caron responded yes, he is waiting for other bids to come in.

Chairman Caron stated they would go into nonpublic session to discuss the final report on the Fire Chief's review.

LEGAL: Chairman Caron stated regarding corresponding with Town counsel, it has been the practice that only the Adm. Asst. and the Chairman contact him directly.

Mr. Poelaert **MOTIONED** to allow the Chairman and the Adm. Asst. to contact the Town Attorney directly. Chairman Caron seconded. Motion carried 2-1.

FIRE DEPT.: Chairman Caron noted the footprint in the ceiling at the fire station will be fixed this week.

LIBRARY: Library Trustee Conrad Moses asked if they could change their meeting date with the Board of Selectmen from Oct. 14th to Oct. 27th. The Adm. Asst. agreed to amend the schedule and inform those affected.

EKFA: Austin Carter asked the Board to let the EKFA know when they want the town reports delivered. The question was asked when would the town reports be due? The Board members stated they would work out a timeline, hopefully by the end of the week.

Mr. Carter also stated he wanted to show his appreciation to the Board for providing the EKFA with the list of ongoing projects they are addressing at the fire station.

Chairman Caron responded they hope to do the same for the other Town owned buildings, listing short term and long term goals.

TOWN HALL: Scott Urwick inquired about when the Town Hall will be closed for the winter months. The Adm. Asst. responded 11/15/2008, and that it has been posted at the Town Hall. Mr. Poelaert added all who had booked the town hall have been protected, (i.e. Christmas Fair is 11/1, therefore, the building has been kept open until after all the commitments to renting the town hall have been met).

At 7:55PM, Mr. Poelaert **MOTIONED** to adjourn this Selectmen's Public Meeting. Mr. Pendell seconded. Motion carried 3-0.

NONPUBLIC SESSION: Chairman Caron **MOTIONED** to go into a nonpublic session at 7:40PM under RSA 91-A-3, II: para. (a) The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, 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. The Board was polled and the results of the poll were: Robert A. Caron – Yes, Richard S. Poelaert – Yes, and David R. Pendell, Jr., - Yes.

The Board was polled and determined the divulgence of the information would render the proposed action ineffective and the information will be withheld from the public during the public meeting Minutes of September 15, 2008. The results of the poll were: Robert A. Caron – Yes, Richard S. Poelaert – Yes, & David R. Pendell, Jr. – Yes.

Chairman Caron **MOTIONED** to adjourn this Selectmen's non-public meeting at 8:01PM. Mr. Poelaert seconded. Motion carried 3-0.

Chairman Caron **MOTIONED** to adjourn this Selectmen's Public Meeting at 8:01PM. Mr. Pendell seconded. Motion carried 3-0.

Respectfully submitted,

Deborah G. Gallant
Administrative Assistant

Robert A. Caron

Richard S. Poelaert

David R. Pendell, Jr.

