

**TOWN OF EAST KINGSTON, NH
SELECTMEN'S PUBLIC MEETING MINUTES
MONDAY, SEPTEMBER 28, 2009**

6:30PM – Fire Chief Sam Richard

6:45PM – Proposed 2010 budgets

**Building Inspector/Code Enforcement Officer, Town Clerk/Tax Collector, Recreation Committee,
Emergency Management, Selectmen, & Cemetery Trustees**

8:00PM – Lori & Joshua Jacobs

8:15PM – Jennifer & Timothy Conti

ATTENDING: Selectmen Matthew B. Dworman, Richard S. Poelaert & David R. Pendell, Jr.
Others Attending: Matt Gallant, Scott Urwick, Fire Chief Sam Richard, David McElroy, Barbara Clark,
Todd Gibbons, Mike Perrella, Lori & Joshua Jacobs, and Jennifer & Timothy Conti.

NONPUBLIC SESSION: Chairman Dworman **MOTIONED** to go into a nonpublic session at 6:30PM under RSA 91-A-3, II: para. (b) The hiring of any person as a public employee. The Board was polled and the results of the poll were: Matthew B. Dworman – Yes, Richard S. Poelaert – Yes, & David R. Pendell, Jr. –Yes.

The Board was polled & determined the divulgence of the information would render the proposed action ineffective & the information will be withheld from the public during the public meeting Minutes of September 28, 2009. The results of the poll were: Matthew B. Dworman –Yes, Richard S. Poelaert–Yes & David R. Pendell, Jr. - Yes.

Mr. Poelaert **MOTIONED** to adjourn this Selectmen's Non Public Meeting at 6:35PM. Mr. Dworman seconded. Motion carried 3-0.

NONPUBLIC SESSION: Chairman Dworman **MOTIONED** to go into a nonpublic session at 6:36PM under RSA 91-A-3, II: para (c.) Matters, which if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. The Board was polled and the results of the poll were: Matthew B. Dworman – Yes, Richard S. Poelaert – Yes & David R. Pendell, Jr. - Yes.

The Board was polled & determined the divulgence of the information would render the proposed action ineffective & the information will be withheld from the public during the public meeting Minutes of September 28, 2009. The results of the poll were: Matthew B. Dworman –Yes, Richard S. Poelaert–Yes & David R. Pendell, Jr. - Yes.

Scott Urwick and Matt Gallant joined the meeting.

MINUTES: The Board reviewed the Selectmen's Public Meeting Minutes dated 9/14/09. Mr. Poelaert **MOTIONED** to approve and sign the meeting minutes as written. Mr. Pendell seconded. Motion carried 3-0.

REGISTER: The Board reviewed the check register dated 9/17-9/25/2009 in the amount of \$465,156.53. Mr. Pendell **MOTIONED** to approve and sign the check register as presented. Mr. Poelaert seconded. Motion carried 3-0.

AVITAR: The Board reviewed the renewal contract with Avitar Associates of New England for assessing. Mr. Poelaert **MOTIONED** to approve and sign the contract as presented. Mr. Pendell seconded. Motion carried 3-0.

TOWN ENGINEER: The Board acknowledged receipt of a letter dated 9/22/09 from the Town Engineer recommending the approval of a bond reduction for Savarese Development for the Burnt Swamp Subdivision (East Kingston Estates) in the amount of \$23,500. It was noted \$19,500 will remain.

Mr. Pendell **MOTIONED** to approve the release of \$23,500 from the current \$43,500 bond, leaving a remaining balance of \$19,500 for the Savarese Development, as recommended by the Town Engineer. Mr. Poelaert seconded. Motion carried 3-0.

LETTER OF RESIGNATION: The Board acknowledged receipt of a letter of resignation from Sarah Gallant dated 8/20/09 from the EK Fire Department, effective 9/1/09, submitted to Fire Chief Richard.

EOC DIRECTOR: It was noted the Emergency Management Coordinator, Mark Cook, will resign as of 9/30/09, and noted the current Dep. Emergency Management Coordinator, Jason Laing, has expressed that he does not want to become Coordinator. Two letters of interest have been received to fill the vacancy from Sarah Gallant and Fire Chief Sam Richard.

APPRECIATION LETTERS: It was noted letters of appreciation were forwarded to Rick Bourque and Mark Cook for serving the Town as Recreation Committee Chairman and EOC Coordinator.

DOT: The Adm. Asst. informed the Board members she has been in contact with the DOT, discussing the intersection of 107A and 108. At this time, they are still considering their options. It will be discussed at the state commissioners' level. She had been advised by the State to continue to follow up with them.

AVITAR: It was noted the Board members have been provided with the final values of the properties in Town.

PLANNING BOARD: It was noted the 9/17 Planning Board meeting was postponed until 10/1. The minutes of the 9/17 Planning Board meeting were provided to the Board members.

Denny Quintal will meet with the Board in October to discuss whether or not to expend any grant funds.

Mr. Pendell added he went to the Charette recently held in Newton, NH. He further stated he went in preparation of the one being held in East Kingston in November. Mr. Pendell offered a suggestion, and Mr. Scott Urwick replied with an explanation that the Conservation Commission has already done up a brochure on all Town owned conservation lots.

BUDGETS: The Board discussed proposed 2010 budgets.

CODE ENFORCEMENT: It was noted the default 2009 budget was \$450, and Mr. Donald is proposing \$350 for 2010. Mr. Pendell **MOTIONED** to approve the 2010 proposed budget for Code Enforcement at \$350. Mr. Dworman seconded. Motion carried 3-0.

BUILDING INSPECTOR: It was noted the 2009 default budget was \$11,400, and Mr. Donald is proposing \$11,400 for 2010. Mr. Poelaert **MOTIONED** to approve the 2010 proposed budget for Building Inspector at \$11,400. Mr. Dworman seconded. Motion carried 3-0.

EMERGENCY MANAGEMENT: It was noted the 2009 default was at \$28,000, and Mr. Cook is proposing \$28,000 for 2010. It was further noted \$20,200 is 100% reimbursable from Seabrook, and next year drills and a graded exercise will be conducted.

Mr. Dworman **MOTIONED** to approve the Emergency Management Budget at \$28,000 for 2010. Mr. Poelaert seconded. Motion carried 3-0.

CEMETERIES: It was noted the 2009 default budget was \$19,200, and Mr. Lewandowski proposes \$17,000 for 2010. Mr. Dworman **MOTIONED** to approve the 2010 cemetery proposed budget at \$17,000. Mr. Poelaert seconded. Motion carried 3-0.

SELECTMEN: It was noted the 2009 default budget was at \$87,500 and the proposed 2010 budget is at \$88,000 for the Selectmen's Office. Mr. Pendell **MOTIONED** to approve the 2010 proposed budget for the Selectmen's Office at \$88,000. Mr. Poelaert seconded. Motion carried 3-0.

TOWN CLERK/TAX COLLECTOR: At 7:10PM, Barbara Clark presented the Town Clerk and Tax Collector budgets.

It was noted the Tax Collector 2009 default budget was at \$31,000, and the proposed 2010 is at \$31,700 (\$700 increase). Mr. Poelaert **MOTIONED** to approve the 2010 proposed tax collector budget at \$31,700. Mr. Pendell seconded. Motion carried 3-0.

It was noted the default 2009 budget for Town Clerk was at \$36,950, and the 2010 proposed is at \$39,750. (Increase \$2,800). Mr. Dworman **MOTIONED** to approve the 2010 proposed town clerk budget at \$39,750. Mr. Pendell seconded. Motion carried 3-0.

It was noted due to the twice a year billing of property taxes, some of her costs will increase for 2010.

Mr. Poelaert suggested looking into reducing costs for phone and internet service with Fairpoint and Comcast.

DRAGON MOSQUITO: It was noted Dragon Mosquito sprayed the Elementary School and Foss Wasson field for a second time last Friday, 9/25, as they found another mosquito that tested positive for EEE. It was noted the 2nd spraying was included in the contract. They have also provided the daily Aug. report.

It was further noted the sign was put out in front of the Fire Station notifying residents of the spraying. Matt Gallant noted when the sun is out; it is hard to read the sign. Mr. Pendell agreed with him, and suggested a hood over the sign to block the sun.

The Board members also suggested utilizing the sign to notify residents for other occasions, like Household Hazardous Waste Collection Day, and White Goods Pick Up Day.

CALENDAR: 9/29 Solid Waste & Recycling Committee Informational meeting, 10/01 Planning Board meeting, 10/3 Household Hazardous Waste Collection Day in Exeter, 10/12 Columbus Day Holiday observed with Town Offices closed, 10/13 Selectmen's meeting, 10/15 Planning Board meeting, 10/19 White Goods pick up Day (Call Waste Management one week in advance to make arrangements), 10/26 Selectmen's Meeting, 10/29 accounts payable and payroll processing, 10/30 Trick or Treat (Friday 5PM-7PM), and 10/31 daylight savings time ends (fall back one hour). The Board acknowledged Deb will take some vacation time in December.

DOLAN: The Board acknowledged receipt of a letter dated 9/12/09 from Elizabeth Dolan, and reviewed a letter of response. Mr. Pendell **MOTIONED** to approve and sign the letter as presented. Mr. Dworman seconded. Motion carried 3-0.

MAZUR: The Board acknowledged receipt of a letter from Suzanne Mazur, and reviewed a letter of response.

Mr. Pendell discussed the situation with the Hampstead Pop Warner football program. Mr. Poelaert suggested all of the participating towns offer their support. Mr. Dworman stated he recognized the good show of support for the town's kids to participate.

Mr. Pendell suggested the next time a similar situation arises, there should be guidelines and parameters set.

Matt Gallant added he was concerned that the Town's EMT's were at the 1st game and he was the only EMT left in Town, he felt East Kingston was left shorthanded.

Mr. Dworman added he thought there were some communication issues with the program itself not giving the Fire Chief enough information.

Mr. Poelaert **MOTIONED** to approve and sign the letter as presented. Mr. Pendell seconded. Motion carried 3-0.

FOSS WASSON FIELD: At 7:35PM, Mr. Pendell noted he thought a Waste Management barrel should be provided to the Foss Wasson Field. After events held there, there is trash.

COMCAST: Mr. Pendell noted he has been speaking with Comcast and let them know what equipment the Town has. He noted we have a broadcast message box, but don't have a channel. We also have a broadcast meeting box, but have no return line from Exeter. We have no means to use either box. He added Comcast has offered to come in January 2010 to discuss options and the new contract that will be for 2011.

Mr. Dworman responded that his recollection when they met with Comcast was the line would cost \$20,000+, and he thought that was way too high. He would rather record the meetings and bring them to Exeter.

Mr. Pendell stated he wants the Board to think about what we want to do. He acknowledged the cable bill would increase for the subscribers to pay for the channel. There is a broad range of options, and we need to think about it.

Mr. Dworman again stated it would be much more reasonable to tape the meetings and send them to Exeter. It was also noted there would be some costs involved running a camera and taping it, etc. He suggested it as an Eagle Scout Project. He was not in favor of acquiring a separate line for \$20,000+, and having the subscribers from Town pay for it.

Mr. Dworman also suggested a web cam and put it on the webpage.

RECREATION COMMITTEE: Mike Perrella and Todd Gibbons met with the Board at 7:40PM to discuss the Recreation Committee 2009/2010 budgets and the Foss Wasson Field project.

It was noted Rick Bourque has resigned as Chairman of the Committee, and Todd Gibbons was voted in last week as Chairman. A letter was presented to the Board members noting his nomination.

Mr. Gibbons thanked the Board for having them in to meet with them.

He noted the 2009 default recreation committee budget was at \$4,000, and he is proposing the 2010 budget at \$7,500. He provided a letter of explanation for the increased amount to the Board members.

He added it has been at a fixed rate of \$4,000 for 10+ years, and recommends the nominal increase.

He added the school and the recreation committee has doubled in size, and the Town's \$4,000 budget has already been expended. He noted he has been a member of the Recreation Committee for the past five years. He noted the equipment is in bad shape, and his thought process is to include in the budget the additional monies to cover the cost of replacing some of the equipment. A budget worksheet was provided to Mr. Gibbons to complete and submit to the Adm. Asst.

Mr. Dworman suggested the possibility of a warrant article to set aside funds for the field improvements. It was noted that the Recreation Committee has bid out the project, and the total cost of the project is at \$55,000 for the field improvements.

It was noted of the \$23,500 currently in the Special Revolving Fund, \$21,000 has been earmarked for the Foss Wasson project, leaving a remaining balance of \$2,500 for recreation program expenses.

Mr. Gibbons stated they plan to do the infield and dugouts with the \$20,000 from the Special Revolving Fund, and do the back half later. They plan to do what they can, with a start date of Oct. 1st.

Mr. Dworman informed them it is customary to bring the bids or proposals before the Board of Selectmen. All contracts are signed by the Selectmen. They need 3 bids. The Selectmen have the authority.

Mr. Pendell stated he has gone through the process with the Rec., and the proposal was approved by the Recreation Committee. It was noted the Board of Selectmen have not seen the proposals.

It was noted the major thing is the contract cannot be for more than what they have. It was noted of the \$55,000 total, they have accepted a proposal of \$20,000, of which they currently have \$21,000 set aside.

It was noted they need to have the Board of Selectmen's approval and signature.

It was again noted, they have two separate requests. One is \$7,500 for the town budget, and one for a warrant article to raise the remaining funds needed to perform the renovations to Foss Wasson Field. They only have \$20,000 of the \$55,000 needed, leaving a balance of \$35,000 for a warrant article.

Mr. Poelaert noted all cost of maintenance for the school field should be made by the school district, not the Recreation Committee of the Town.

Mr. Poelaert **MOTIONED** to approve the 2010 proposed recreation committee budget at \$7,500. Mr. Pendell seconded. Motion carried 3-0.

Mr. Dworman noted they have not been receiving copies of the Recreation Committee meeting minutes, and asked for them to be provided to the Selectmen's Office. Mr. Gibbons replied Mr. Bourque has the last three months, and he will try to get them for the Board.

Mr. Poelaert stated only the Board of Selectmen can enter into a contract, and they need to do it legally.

Mr. Poelaert requested they bring the bids to Ms. Gallant. Mr. Gibbons agreed to do so.

Mr. Gibbons added they have been fundraising for the past year and a half or so, and with the economy slowing down, they do not plan to fundraise in 2010.

Mr. Dworman recapped by saying they should create a capital reserve fund naming the Selectmen as agents and raise and appropriate \$30,000 into the Capital Reserve Fund for Foss Wasson improvements. Mr.

Pendell noted there are 140 kids playing sports in Town, and their parents should vote in favor of the warrant article.

Mr. Perrella and Mr. Gibbons thanked the Board members and they left the meeting at 8:00PM.

EOC: Scott Urwick suggested advertising the vacancy for the position of Emergency Management Coordinator, and then left the meeting.

NONPUBLIC SESSION: Chairman Dworman **MOTIONED** to go into a nonpublic session at 8:00PM under RSA 91-A-3, II: para (c.) Matters, which if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. The Board was polled and the results of the poll were: Matthew B. Dworman – Yes, Richard S. Poelaert – Yes, & David R. Pendell, Jr. - Yes.

The Board was polled & determined the divulgence of the information would render the proposed action ineffective & the information will be withheld from the public during the public meeting Minutes of September 28, 2009. The results of the poll were: Matthew B. Dworman –Yes, Richard S. Poelaert–Yes, & David R. Pendell, Jr. - Yes.

Mr. Poelaert **MOTIONED** to adjourn this Selectmen’s non-public meeting at 8:40PM. Mr. Pendell seconded. Motion carried 3-0.

NONPUBLIC SESSION: Chairman Dworman **MOTIONED** to go into a nonpublic session at 8:40PM under RSA 91-A-3, II: para (c.) Matters, which if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting. The Board was polled and the results of the poll were: Matthew B. Dworman – Yes, Richard S. Poelaert – Yes & David R. Pendell, Jr. - Yes.

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Mr. Poelaert **MOTIONED** to adjourn this Selectmen’s non-public meeting at 9:00PM. Mr. Pendell seconded. Motion carried 3-0.

EOC: The Board members agreed to post the vacancy of the EOC Coordinator, and address filling the position at the next meeting.

Mr. Poelaert **MOTIONED** to adjourn this Selectmen’s public meeting at 9:00PM. Mr. Pendell seconded. Motion carried 3-0.

Respectfully submitted,

Deborah G. Gallant
Administrative Assistant

Matthew B. Dworman

Richard S. Poelaert

David R. Pendell, Jr.