

**TOWN OF KENSINGTON
BOARD OF SELECTMEN
Meeting Minutes
July 18, 2016, 6:30pm
Kensington Elementary School Library**

In attendance: Norman DeBoisbriand, Robert Wadleigh and Peter Merrill. *Norman motioned to open the public Meeting at 6:31pm. Bob seconded and all were in favor.*

CITIZEN'S FORUM

DEPARTMENT HEADS

Police Chief Scott Sanders reported:

He has been further investigating a new police vehicle to replace the current Toyota 4Runner he uses. Chief Sanders reminded the Board that the current vehicle is ten years old, it was not designed to be a police vehicle and it lacks many safety features. He told the Board he has looked at a vehicle that is pursuit rated with on demand 4 wheel drive with the safety features required by the police department. He told the Board he found a Chevy Tahoe that meets his requirements. He told the Board this dealership has the bid for state municipal vehicles. He noted the Tahoe is \$36,972.00. He offered the following lease information. A 3-year municipal lease would cost \$10,276.06 annually, a 4-year municipal lease would cost \$13,300.94 annually. At the end of the lease the town could purchase the vehicle for \$1.00. Chief Sanders told the Board the vehicle has a fully functioning light bar embedded in the car. He got a quote from Adamson to outfit the car. The quote was for \$9,650.95. The Chief noted the quote does not take into consideration any items that would be re-purposed from the old vehicle. Chief Sanders said he has the money in the cruiser fund. He informed the Board the town could get \$5500.00 in trade for the 4Runner.

The Board and the Chief then discussed the possibility of re-purposing the 4Runner for the Fire Department. Norman asked Chief LeBlanc to give Kathleen a use description for the 4Runner in the case of re-purposing the vehicle. Kathleen will then check with the insurance company regarding the liability of re-tasking the vehicle. Bob Gustafson asked if the Toyota would pull the emergency management trailer in the event of an emergency. All agreed this to be possible. Chief Sanders noted that in an emergency the fire fighters disperse equipment so having the Toyota available to fire would eliminate police from leaving their assigned duties.

Norman and Chief Sanders entered into a discussion about financial implications with a new vehicle. Norman asked if the town could lease with a monthly payment until the start of the next budget season so the current budget would not become overextended. At the start of the next budget season the town could then make a one-time lump sum payment. Chief Sanders said he would inquire. Chief Sanders expressed he would like to have the new vehicle before the winter.

The Board thanked Chief Sanders for his diligence in looking into the new vehicle and they would continue the conversation based on the answers to the lease inquiry and the insurance company inquiry.

Fire Chief Charles LeBlanc reported:

He would like to look into getting tablets for the ambulance to replace two cell phones that are unreliable and becoming obsolete. He noted tablets would offer GPS capability for mutual aid calls. He told the Board the cell phones cost about \$30.00 per month and are useless. He noted he often has to use his personal phone. Norman offered that he would like to see a mechanism for the FD to integrate into the town server. Chief LeBlanc agreed. Peter noted there are still parts of town where there are no hot spots. Chief LeBlanc told the Board that he often has trouble with his pagers; he noted garbled voices and messages that are difficult to understand. Bob Gustafson asked about the repeater on the East Kingston tower. Chief LeBlanc said they had to turn it down because it was overriding the lakes region. Bob said he would look into the issue for the Fire Chief. Chief Sanders told the Board he could investigate the same avenue that he used to get updated laptops for the police cruisers.

Chief LeBlanc then asked the Board about his reappointment. Norman said the board has a lot going on at this time and they would talk about his reappointment next month.

Road Manager- David Buxton reported:

He was not at the last meeting but noted the Board opened 3 bids for culvert repairs on Moulton Ridge Road. He noted the Board awarded the contract to Matrix as they were the low bidder. David asked the Boards permission to ask the low bidder to fine-tune their proposal to change the culvert size from 36" to 18". He would like to negotiate a new price that could be discussed at the next meeting. The Board granted David's request.

David, the Board of Selectmen and the Fire Chief then entered into a discussion about the fire ponds in town. When asked by Norman, Chief LeBlanc told him the pond on Moulton Ridge Road that is owned by Norman is about 150,000 gallons, which is 100,000 gallons shy of what the state deems a fire pond. They discussed dredging that pond briefly but made no decision to do so. David expressed he would like to see \$6,000-\$8,000 as a budget line item in his budget for fire pond reclamation. He informed the Board of a pond on Osgood Road that could benefit the fire department by placing a hydrant at that site.

David asked Kathleen if she received proposals from Matrix or Sandbox for enhancements to the parking lot at the town hall and the lot across the street. She said she had not received them yet. He told her he was expecting them this week. The Board then opened proposals for road reconstruction on Whipple Way and Wild Pasture Road. The proposals were from GMI Asphalt in Belmont, NH and Bourassa in Stratham, NH. The quote from GMI came in at \$85,295.00 for Whipple Way and \$57,395.00 for Wild Pasture Road, totaling \$142,690.00 for the entire job. Bourassa came in with \$54,248 for Whipple Way and \$47,735.00 for Wild Pasture Road, totaling \$101,983.00 for the entire job. David asked the Board for permission to speak to Tim or Gary at Bourassa to see if they would be willing to change their proposal to \$100,000 to be awarded the job. Bob and Peter noted a small discrepancy in the linear footage between the quotes. David said both companies had the same notes from which they quoted the job. ***Bob made a motion to allow David to negotiate the price to \$100,000 with Bourassa. Peter seconded and all agreed.*** David will report to the Board at the next meeting.

Emergency Management- Robert Gustafson reported:

Bob told the Board he will be taking part in a statewide drill on August 4th and 5th of this year in association with EHHS. Bob reminded Norman that he needs a breakdown of the construction cost for the town hall. Bob needs this for purposes of completing a grant. Bob expressed concern to Norman because he will not have invoices from contractors. Norman said he could get copies of all contractor invoices. He noted Norman Giroux is a licensed contractor as well. Norman said he is working on the information for Bob and will get it to him very soon.

At this juncture, Kathleen noted that Ray Tweedie was in attendance. Mr. Tweedie thanked the Board for allowing him to join the meeting. Mr. Tweedie told the attendees that he is running for state senate. He told the Board he is from Rye, NH. Mr. Tweedie said he is interested in talking to the Board about their concerns for their small town. He said he wants to be accessible to town officials. Norman told Mr. Tweedie he would certainly enjoy talking to him about the tendency the state has for throwing things back on the town without training or support. Norman spoke specifically about the roll Dawn Frost holds with the town and his perception of the state making cookie cutter decisions with little consideration for town employees that are left with little or no training. Mr. Tweedie said he looked forward to having a greater discussion with Norman. He said he would focus on constituent services. Mr. Tweedie thanked the Board and remained a little longer at the public meeting.

Tax Collector- Carlene Wiggin had nothing to report tonight.

Town Clerk-Dawn Frost reported:

She had a mileage reimbursement spreadsheet for the Board. Dawn then asked the Board for permission to send a mailer to residents noting the move to the Town Hall with a move date and to remind residents of the election on September 13, 2016. She said she felt it was important to note the move and the election, which will no longer take place at KES. She said she has looked into a 5"x9" flyer to go to approximately 997 homes in Kensington. She told the Board the cost would be \$629.00. The Board agreed this to be a good idea.

She informed the Board about an email from Harold Bragg (moderator) noting items they need for the election. The Board acknowledged the items needed. Bob Gustafson said the EOC could share the tables that Mr. Bragg and Ms. Frost needed for the election instead of buying additional tables. Norman asked Dawn to look into getting new rope lines. As discussed at prior meetings the current ropes used by the town are difficult to store and are big and heavy. Dawn agreed and informed the board she has several catalogues to check.

Dawn then asked the Board if she would be able to "test" the counter for the election. Norman said he thinks she will be able to test the counter in mid-late August at the Town Hall. Norman noted he feels very confident about a September 1st date for moving into the renovated Town Hall.

Dawn told the Board and asked that the minutes reflect three days her office will be closed. **The office of the Town Clerk will be closed on August 3rd and August 30th and 31st.**

Finally, Dawn expressed concern about her office at the town hall with regards to IT, specifically her connection to the state. Norman said he shares her concern but feels confident that everything will be up and running upon moving back into

the town hall. Dawn then asked about the Deputy Town Clerk position. Norman informed her, the Board is working on getting an interview committee set.

Recreation Committee had no members in attendance tonight.

Conservation Committee had no members in attendance tonight. Bob Gustafson told the Board he is always able to report between the Board and the Conservation Committee.

Sawyer Kensington Trust had no members in attendance tonight.

Assessing Office- Kathleen Felch- had several items for the Board, they are as follows:

Kathleen told the Board that Chief LeBlanc requested the park key. He noted there was not a key in the box at the park. Norman expressed concern for the key allocation. He suggested having the department heads together for a dialogue about the sign out process. He noted the liability issue. He told the attendees that the insurance company is being particularly helpful with exposing liability. He noted it is important to know what is covered and what is not covered by the town insurance.

Norman then noted the need for the Board to be aware of everything going on in town so they are able to answer questions from residents. He then used the summer camp as an example. He said he thinks the Board does not know enough about the running of the summer camp. Kathleen suggested having Kelsey Plourde come to a meeting to answer questions. Norman agreed this was a good idea. He asked Kathleen to find the absolute number of CITs at the summer camp. He reiterated, the Board needs to know enough to protect the town interest. All agreed.

With regards to the Recreation Department, Norman mentioned that there may have been a situation of an unauthorized person signing contracts for the town fireworks, as an example.

Kathleen presented more items to the Board later in the meeting.

NEW BUSINESS

The town received a complaint about an unfinished home on Laurel Road. Kathleen noted there was an original building permit was taken but has since lapsed. Norman DeBoisbriand suggested sending Norman Giroux to explain a building permit has lapsed and it appears the home is not in full repair. Norman also noted the BOS can only enforce code. Peter suggested he take it to the planning board for more information.

Kathleen presented the Board with the Circuit Rider Planner Contract. Peter noted Julie LaBranche is the best asset the planning board has. ***Bob made a motion to accept Julie LaBranche as the representative on the planning board through the annual contract renewal. Peter seconded and all agreed.***

Kathleen presented the Board with the schedule of exposures with regard to the town liability. It is a list of all the town assets that are insured. Norman questioned why the lights or the scoreboard at the park were not listed. The Board discussed what happens when the police trailers are removed. Norman questioned the library and the fire station being on the list. He asked how the town can insure a building it does not own. Kathleen will investigate the Boards questions.

With regard to the website contract, Kathleen told the Board that Kingston has a similar contract without many revisions but that they were a trial town with a reduced rate. Norman said he would review both contracts and report at the next meeting.

Norman told the Board he had two companies that submitted proposals for the iron railings that need to be installed at the town hall. Norman noted all the spaces that will have railings installed. He told the board he had a proposal from Figlioli Welding/ Ironworks for \$19,000. The second proposal was from T&S Welding for \$8,300. Norman said T&S have installed the iron railings at PEA. He said he felt both companies had excellent quality and workmanship. ***Norman made a motion to accept the bid from T&S Welding and Fabricating to install the iron railings at the town hall. Bob seconded and all agreed.***

The Board entered into a discussion about IT at the town hall site. Some attendees also voiced concerns and the following points were made regarding the proposals from ByteFixx and Critical Care Consulting. The Board had also asked Tim Riel to offer his opinion about IT.

- The proposals scope of work and detail are very different and hard to compare.
- Could the town purchase equipment and have vendors cost out work to configure system
- who is going to be available for long term support/ troubleshooting/ migration and backup

- Must consider accounting software, maps, tax maps and integration to state system
- Expandability for the future
- Workflow between building
- Website integration
- Response to problems/ timeliness when system is down

After a long discussion by all parties, the Board decided it would be best for the town to move the system that is already in use. The Board would like to get the system up and running then consider the vendor that can help expand the system. The Board decided this will make for a smoother transition to the town hall and more time to consider a vendor and the purchase of software / hardware. All agreed. Dawn asked the Board to consider holding the upgrade/ transfer until after the Presidential Election in November.

Norman offered the following building updates:

- Elevator has been installed
- Tiling is 50% complete
- Wood floors will begin installation this week
- Satellite items need to be complete before elevator inspection
- Painting is almost complete
- Main hall will be sanded and sealed
- Holes from heater grates are being repaired with original wood
- New wood floors have been matched to color in main hall
- Hardware installed on all doors
- Some doors need to be shaved down to fit new floors
- Hiring a company to clean the building of construction debris
- Air test needs to be scheduled for mid-August
- Will sit with employees with results of air test
- September 1 move-in date

Norman noted a lot of people have worked very hard on the renovation project. He told the attendees he is very pleased with their dedication and hard work. He noted Jim Janke has worked tirelessly and he is very appreciative of his time. He also noted that Skip Heal has generously donated a beautiful chandelier with lights and installation. He also refurbished the outside lights. He would like to recognize and thank Mr. Heal for his generosity. Dawn Frost acknowledged the Board for their dedication and hard work as well.

Kathleen presented a park permit request for the park on July 28th for Pinnacle's yearly softball game. ***Bob made a motion to authorize the use of the park by the Pinnacle Leadership Foundation. Norman seconded and all agreed.***

Kathleen presented two abatements from Northern NE Telephone and Bernard Mueggler of 142 Powder Mill Road. ***Bob made a motion to deny the abatement of 142 Powder Mill Road per Avatars suggestion. Norman seconded and all agreed.***

Peter made a motion to deny the abatement request by NNET. Norman seconded and all agreed.

Kathleen presented the Board with a sample permit request for the use of the town hall.

NHRS sent a letter regarding one town individual that may be over the allotted time reported monthly

A letter was sent to the town from the DES stating the water sample taken from the town park failed because of the presence of bacteria. Kathleen will be at the park on Tuesday morning for another sample to be taken.

A letter was presented from Frank Guinta. In the letter he praised the town for its beautiful park and its upkeep.

The Board signed two veterans' credits that had been approved in April of this year.

Norman asked Kathleen if she could isolate all of the purchases that were made, and then reimbursed to individuals, with regard to the town hall renovation. Norman is concerned that tax payers are privileged to that information. He noted there are some very large reimbursements and he wants town residents to know what the reimbursements represent. He also noted there were some unique tools purchased for the project, which he would like to display, so there is no question from taxpayers.

Kathleen presented bills for signatures. Peter noted it costs about \$400.00 per year to pump the fire ponds. He wonders if it is worth approaching a nearby homeowner to host a dedicated meter to lessen the burden.

Norman made a motion to enter into non-public session per RSA91-A:3, II (a,c) at 9:06pm. Peter seconded and all agreed. A matter of reputation was discussed and a personnel matter was discussed.

Norman made a motion to leave non-public session at 9:39pm. Bob seconded and all agreed. Norman made a motion to seal permanently the non-public minutes. Bob seconded and all agreed.

As the public meeting resumed the Board discussed the need to hire an office assistant or a clerk to assist both Kathleen's and Dawn's position. The Board noted the need for assistance to both positions.

Norman made a motion to post a position for a clerk to work as an office assistant from 8 to 16 hours per week. Bob seconded and all agreed.

Norman made a motion to go into non-public session at 10:15pm per RSA 91-A:3, II . Bob seconded and all agreed. One personnel matter was discussed.

Norman made a motion to leave non-public session at 10:23pm. Bob seconded and all agreed. Norman motioned to seal the non-public minutes permanently. Peter seconded and all agreed.

Norman closed the public meeting at 10:29pm.

The next meeting will be held on August 1, 2016 at 6:30pm in the KES Library.

Respectfully submitted,
Michelle Aiken