

**TOWN OF KENSINGTON
BOARD OF SELECTMEN
MEETING MINUTES
November 17, 2014**

Approved January 5, 2015

In attendance: Norman DeBoisbriand, Robert Wadleigh and Peter Merrill were in attendance. Norman called the meeting to order at 7:03pm.

PUBLIC HEARING:

Norman made a motion to open the hearing seconded by Peter with all in favor at 7:03pm.

Peter discussed the \$195,000.00 bequeathed to the Town by Marcia York's estate. Ann Smith was in attendance on behalf of the Trustees of the Trust Funds. A public hearing by the board of selectmen is required before a trust can be created. Once the funds generate income, they can be used for scholarships for Kensington students. Peter asked if the public had any comments. Since there weren't any, he closed the public comment. Peter made a motion to accept the funds from Marcia York's estate seconded by Norman with all in favor.

In addition the selectmen are required to hold a public hearing on other unanticipated funds received during the year.

Funds received:

- \$195,000.00 for scholarship fund
- \$6,761.12 for police and emergency management grants
- \$3,360.00 Town Hall Donations
- \$14,126.27 Health Insurance Surplus Refund

Additional funds expected by year end:

- \$1,398.00 Copsync Software grant
- \$728.40 September Emergency Management drill
- \$1,000.00 November Emergency Management drill
- \$4,000.00 Emergency Management LEOP grant

Norman made a motion to accept all of the unanticipated funds and additional funds expected by the end of the year seconded by Bob with all in favor.

Norman suggested holding the hearings throughout year. Lynne advised it is expensive to publish the notice in the newspaper. The requirement is only for funds in excess of \$10k, however all funds were listed which makes it easier for the audit.

Norman made a motion to close the public hearing, seconded by Peter with all in favor at 7:12pm.

Since Norman was sick, Norman made a motion to change chairmanship to Peter for tonight seconded by Bob with all in favor.

CITIZEN'S FORUM:***DEPARTMENT HEADS:*****Police Department-**Chief Sanders reported:

- The CopSync software was installed in the police department and the staff at KES has been trained. They are waiting for the SAU to coordinate with their tech support to install the software on the teacher's laptops and they will be ready to go live.
- There are two independent contractors for the police department. One is their IT technician, Tim Riel. The other is Attorney Hart who is our prosecutor. Attorney Hart submitted a request to switch from a contractor to a part time employee effective January 1st. He will still earn the same monthly rate which hasn't increased. He is also the prosecutor in Stratham and that's how he's employed with them. He would be a civilian on payroll without benefits. The Board will review the request.
- He asked if the Board had an update on his suggestion for the cruisers. They spent \$1,300 today to keep the Crown Vic on the road and it still needs snow tires. He was frustrated because that exceeds its value. Bob asked when the new cruisers would arrive. Chief stated the longer we wait to order the longer it takes to arrive. Early November orders were expected in early February. They still need to be outfitted after that which takes 6-8 weeks and since everyone uses the same company there could be delays. Norman asked Chief to find out if we place an order in early December when they could arrive. Chief also suggested setting up a capital improvement fund to put money aside without needing a lease. Peter asked Chief to have documentation ready for the December 1st meeting and they will be ready to make a decision.
- Peter received confirmation from William Scotsmen they are on track with the trailer delivery.

Fire Department- Chief Leblanc didn't have anything to report.**Building Inspector-**Mark Sikorski presented the following building permits:

- Whittemore, 7 Hobbs Road, porch entry, Peter made a motion to approve the permit as presented, seconded by Norman with all in favor.
- KLCT Holdings, 244 Amesbury Road, rooftop solar array, Peter made a motion to approve the permit as presented, seconded by Bob with all in favor.
- Pinnacle Leadership Foundation, 199 South Road, ground mounted solar panels, Not approved.
- KLCT Holdings, 267 South Road, pole mounted solar panels, Not approved.

The Board reviewed the solar permits for 199 South Road and 267 South Road and would like the applicant to revise their type of construction from commercial to residential/agricultural before approving. Lynne will add agricultural as an option on the permit.

- Heal, 47 Osgood Road, rooftop solar array, Norman made a motion to approve the permit as presented, seconded by Bob with all in favor.
- Maplevale Builders, Map 9, Lot 17 Wild Pasture Road, new home. Dave Buxton confirmed the driveway permit was submitted. Kathleen advised that E911 suggested naming these three lots with a separate drive or way that was private so each house will

be numbered for emergency personnel. Chief Sanders reported the state is pushing to fix deficiencies on affected houses and it will be easier for new owners by changing it now. Kathleen will forward the email to the Board. They can work on the street name later. They asked to add this to the agenda for the next meeting. Mark would like the well release included in the folders for the two adjacent parcels since this well radius extends onto those lots. Norman made a motion to approve the permit as presented, seconded by Peter with all in favor.

Lynne presented an email from NH Department of Transportation regarding the driveway for 149 South Road. Peter wondered if there was any course of action. Norman said it's been a restaurant with access in and out and they aren't changing the characteristics. Chief Sanders reported the middle island has been empty and a minimum suggestion is to clear cut and open it up. Norman responded for their sake it would be smart. The State has offered to come and make suggestions but he doesn't know how far they could go because it's a continuation of an existing use. Norman also reported he received a phone call about the lighting. He suggested asking them to come to the next meeting. Chief Sanders said it would be prudent for the state to come in as a third party since it's a state road which will take the burden off of the Board and protect them since they are looking at it from a safety point of view. Norman would like to have a discussion with owner and lessee before any decisions are made to give them the opportunity to address shrub issues on their own. Peter asked how long the sign has been there. Chief responded it's been there long before him and the sign ordinance but it definitely blocks the view.

Lynne received a complaint regarding a blocked door that opens inward at the farm stand. Chief Sanders advised the complainant contacted him so he referred the person to the town office. Chief stopped in and the doors were not blocked. An employee told him she was cleaning the windows and had moved the items there temporarily. There was a cleaning bottle in the picture the complainant submitted. Norman said employees should not diminish the complaint and since there are concerns they should be respectful. Mark asked if we have engineered plans. He asked Lynne to pull the folder. Dave asked if they look at one business are they going to look at all businesses. Norman responded that since they just required the restaurant on South Road to change a door because of the fire code we should have a consistent policy in town. Mark stated this is why we should require signed engineering plans. Bob asked him to stop in and inspect. Mark will research if agricultural buildings have different regulations since it's not a meeting place.

Norman asked Lynne if we received building permits for the new greenhouses being erected at the farm stand. Lynne responded she has not received any. Peter advised there is a 50 or 70 foot strip that is commercial along the farm stand property. He said they should've come through the Planning Board for the goat farm because it's on the commercial strip and should've met the commercial setbacks. Norman asked Lynne to look into this to find out why they haven't submitted permits.

Road Manager-Dave Buxton reported:

- He presented the holding tank plans for the town hall. The plumbing was run to the trailer location. It is a 2000 gallon H2O commercial version tank. Norman asked if the

alarm was installed which was on the plan and Dave didn't think there was one. He will have the installer go back if it wasn't installed. Mark asked if there was a pump installed. They need to determine where to get the electricity from.

- He received a quote from Matrix for \$952 to patch pave the parking lot and a paved ring around the manhole cover a little higher so the plows won't hit it. Norman said the trailer needs to sit on a hard surface and not gravel so the area where the container was needs to be paved. Dave will obtain a new quote. He asked if markers were placed. Norman said they moved the trailer location as far over as they could away from the entry drive. It's going to sit right over the pipe. They will measure and let him know.
- Kensington Farms has a drainage issue at the cul-de-sac. Bob went with him to look at it and both determined they can install a swale. Matrix quoted \$2,978. Peter confirmed with Dave the plant closes on December 14th. Bob said it's the cheapest solution for now. Peter asked how long it would last. Dave hopes until it can be repaved in the future. He will ask the plows to be careful in that neighborhood. Peter made a motion to proceed seconded by Bob with all in favor.
- Dave obtained a proposal for the Kimball Road culverts from Charlie in Newton for \$5,800. Since he thought that was high, he contacted Peter Landry. Peter's quote was \$5,000 for the engineering and \$2,500 for the surveying. Rockingham County has been inspecting culverts in all towns and these are the worst they've seen so we need to start proceeding quickly. He is going to let them know we do not want a box culvert, just a plastic one. There are three large ones at Kimball Brook and two concrete closer to Kimball Farm of which one has a hole. Kathleen confirmed they are part of the NFIP and Dave confirmed the engineer is aware of that for the design and water calculations. Bob let him know he would need the study to apply for a FEMA grant. Dave will have them get in touch with Bob. Ferguson Waterworks in Raymond quoted \$6,800 for plastic to be dropped off for three culverts, but not the one up the street. Peter said this is necessary and we have a shot for a matching grant. Peter motion to start the process with Charlie, seconded by Bob with all in favor.
- Pat Kirwin called him earlier today to report puddling on the edge of the road. He moved the leaves and found the sand buildup is restricting water from flowing off the road. He obtained a price to do town wide work with an excavation and dump truck to cut shoulders to avoid freezing and ice spots. The cost is \$2k/per day and he estimates it will take eight hours. Norman reported Moulton Ridge is caving in too. Dave said that culvert is having issues too. Bob agreed we need to remove the water and made a motion to approve, seconded by Peter with all in favor. Brad Brown asked if anything over \$1k was put out to bid. Bob agreed but said everyone is busy trying to get cleaned up for winter and since it needs to get done we're eating this one. Norman said Brad raises a good point to setting a policy for bidding. Dave replied people will get sick of bidding and not getting the job. Dave said we need a bid sheet of cost per hour and what can be done in a day and find one or two contractors to solicit.
- Peter asked if he has any information on the oil tank behind the town hall. Dave said it was replaced in 2000 or 2002. It's a 1000 gallon poly tank and it was installed by Exeter Environmental, who is no longer in business. Peter said we should ask Fedco for a lifespan of a poly tank. Any company who fills it can do a dip test.

Emergency Management- Robert Gustafson reported:

- The graded Seabrook drill was held on November 5th and went well.
- He attended the Seacoast Preparedness Network meeting for pandemics on November 12th which is a mutual aid type program held quarterly.
- He attended the annual Unitil gas emergency response meeting.
- The LEOP grant received the final approvals. The contractor is in place and will start in the next two months since they are awaiting a new set of forms to be released. The deadline to complete is September 2015. They will be forming a committee to complete this project.

Assessing- Kathleen Felch presented the following for signatures:

- Norman's signature for the warrant.
- Tax rate acceptance letter for the town clerk which Kathleen notarized.
- Intent to cuts (2)- Norman made a motion to approve the intents to cut for both Map 16 Lot 4 and Map 16 Lot 5, seconded by Bob with all in favor.
- The board signed the labor law documents from Primex for the town office, library and police department. She will post them.
- Avitar is still working on the equalization form but its due on December 1st. The Board decided to wait until it's complete before signing.
- Memo of Understanding. This will be discussed tomorrow night at the planning board meeting.

Tax Collector- Carlene Wiggin did not have anything to report.

Town Clerk- Pamela Kehoe was not in attendance.

Recreation Department- Lynne reported that Donna received permission from Chief Sanders to use hay carts for the holiday stroll. Bob made a motion to approve, seconded by Peter with all in favor.

Conservation Commission- Members were not present.

Sawyer Kensington Trust- Bruce Cilley was not in attendance.

Building Committee Update- Peter gave an update on the progress of the town hall and police department trailer:

- As stated earlier the holding tank was installed with a level sensing alarm so they know when it's time to be pumped.
- The trailer was ordered with an anticipated arrival date of November 21st or 22nd so they can start prepping and outfitting it.
- Bids were requested for insulation at the town hall.
- The results from the October air testing were received this afternoon. The Board did not have time to review yet.
- Insulation is needed at the town hall because the water will be used for the trailer.

NEW BUSINESS:

Resident Questions-A resident submitted a list of questions for the Board. Norman asked to divulge who submitted it. Peter stated it was from Russell Perry who lives on Amesbury Road. Norman would like to use the meeting minutes as the response. Lynne can provide a soft copy of the minutes. Residents in attendance were concerned this will set a precedent and asked where they will draw the line and stated many of the questions have been answered in previous meetings. Norman felt if someone submitted a letter they are entitled to a response. Peter said the courtesy is to respond. Norman doesn't have a problem responding since he stated in past meetings they should have an open forum.

When will the tax rate be set? It was already set in the last meeting. The letter was dated October 28th which was prior to that meeting.

How was it determined that there was not enough money in the budget to install the trailers at the current trailer site given it is almost November and there have been no rental fees used from the budget? I didn't see final estimates before I stepped down. Norman responded the determination came down to what was cost effective. It was more effective to move it behind the town hall and provide the water and septic. The savings at a minimum is \$20k after looking for site work at the other spot. The lowest bid was \$35k for site work. Bob added the leadership in the police department changed and have been reasonable. They aren't looking to have them in the parking lot for twenty years. They are looking to see if the air quality is good and maybe put an addition on the back and move people back in the town hall. Bradley Brown said he agrees where they placed the trailers but asked if they felt the town hall will be able to fit everyone back in it. Bob responded he thinks an addition can be added to satisfy space requirements. Norman said it hinges on the air test and he hasn't looked at it yet.

Please provide a breakdown of costs estimates obtained used to make that determination? Norman thinks he is referring to the figures for the site work. They used those figures to determine it was more effective. The other site needed to bring water over from the church or dig a new well and had to remove trees. The lowest cost was around \$30-\$35k and the site prep behind the town hall is a little less than \$15k.

When was that discussed and decided? Peter said it was discussed at numerous meetings. Richard Elwell said it was in the minutes and he was in attendance.

Are we over budget for the year or under on the bottom line? Please provide the most recent expense budget spreadsheet. Norman reported it appears we are running a surplus but they don't know how much it will be. He said it will be impossible to determine. Last year after the year end adjustment the surplus was \$91k, not the \$130k as anticipated. Holly McCann asked if Dave Buxton's budget didn't include road repairs. Richard Elwell explained that would be a separate warrant article for reconstruction.

When was the layout for the double wide now being proposed finalized? Peter responded it was discussed in the same public meetings since he joined the board. He doesn't know exact dates and it was finalized when they voted to accept the contract at the last meeting.

Will it suit the needs of the police department? Peter said after numerous discussions with Chief Sanders, it was determined it will meet his needs. Both the Department of Labor and safety requirements will be met with the trailer. They will have a door buzzer security system and two bathrooms.

What factors were discussed for layout needs? Peter responded basically within the previous question what Chief stated in discussions with him.

How and when was it determined to only go with one doublewide? Norman said it was more cost effective and they took into consideration whether it would meet the police department needs and Chief indicated it would. Their view is to use only one double wide which is a short term solution to the overall problem. Bradley Brown asked what the second doublewide was for. Norman said what they initially wanted was a semi-permanent situation where they would have all of their files, evidence, storage, etc. in one place. The evidence situation is now worked out. Bradley asked what the container behind the town hall was used for. Peter advised it was storage for furniture and was moved off site to help make room for the trailer.

What are the parking considerations for a doublewide behind the old building? Are there copies of site designs showing the proposed layout? Norman said the only plan they have is a site plan which is the overall septic plan. The trailer is going to be situated all the way back and appears to have adequate parking. Peter said there will be more than last time when we had two trailers side by side. Peter reported a parking plan can be done later on if needed.

Will police department employees need to leave the trailers to conduct day to day operations? Peter said it's part of their job. Norman thinks he's referring to Toni going off site to get records. The plan is to bring her more current records back to the trailer and town hall. Right now she travels to Exeter to access records. Norman said to remember this is short term.

Will there be a secure and private interview room for victims and police department interviews? Peter said he's had discussions with the police staff about how that may take place within the trailers but at this point there are four offices and Toni's area and with an open space where they may be able to develop a partition area. Dickie Welsh asked why they need an interview room. Norman responded it's not up to the Board to determine their setup but they have adequate space if they choose to.

Is a single doublewide enough to address this? Peter believes it is.

Have storage needs and regulations for evidence security been addressed with the single doublewide layout? Peter said this isn't the intent.

What specific requirements are there and how does the layout address them? Norman said the Chief would know and he can adequately provide security as long as he has the security system.

Will the bathrooms be adequate? Peter said he hopes so; there are two good size bathrooms.

Are there requirements for a separate restroom facility for non-police department? Peter said he doesn't know how that is addressed. Norman responded like any public building they can let someone use them.

How will the current layout satisfy all Department of Labor safety concerns? Peter said they have not sent a plan to them but a number of the things that were an issue were bathrooms and a secure area for employees. This will be handicapped accessible.

Have they reviewed the plan? No If not, will you consult with them first to avoid issues and violations? Peter responded they already ordered the unit and it's coming soon so they don't have much time to consult. They took a serious look at the violations and addressed those violations so feel they are covered.

What are your next steps for a permanent police department? Peter responded they just discussed the potential of a warrant article to add on the back of the town hall. They do not have any designs or budgets yet. The number one priority is to get the police department moved into a suitable facility they can utilize now.

When will this be discussed in public? Norman said the whole thing hinges on the air test and they can assure the employees they are in a safe environment. Once it's not out of norm and no mold in the air and it was addressed, they can progress to step two on how to effectively use the building. He brought it up at a prior open meeting. Richard Elwell said any plans will need a warrant article. Norman said it will be a big mistake to present it quickly from the board. He would develop a communication plan to the town on why they are doing it and the benefit for the town as well as get people involved like last time. Peter wants to include employees input as well. Charlie LeBlanc asked for the timeline for the air test results. Peter said they just got back and they've only gotten the raw data and have not reviewed the recommendations yet. Peter said there isn't a water problem in the building anymore and anytime a building sits without heat there will be high humidity.

Are there plans to discuss next steps for the use of the town hall in public? They are doing it now.

What time table are you working towards for any future decisions and work on the old building?

Peter responded the first mission is the police department issue. They are less concerned unless it relates to the police department. Then they will move on to uses.

Will any committees be formed? Peter said they just discussed they will. Norman said there was a building committee formed before if they are still interested anyone will be more than welcome to participate as well as new members. Peter said he'd want employees on the committee. Norman responded no one that has a vested interest should be part of the committee; they should be an advisor but not an active participant.

Are there plans for any 2015 warrant articles for appropriations to the old building? Peter said none created at this point. Right now nothing is drafted but it may happen.

Have you checked with the "friends"? Norman said the Friends of the Town Hall have not been approached either way.

Will renovations, use options, etc. be put to vote or will the board decide? It depends on the renovation or option. A warrant article has certain purposes so when they are at the point of implementing them they obtain bids and then make decisions. They will respect the warrant article process.

Now that the building is dry, what are your priorities for the board? This was already discussed.

Please provide a list of what you will be working on and prioritize in order of importance. The police department and anything with the town hall that needs to be utilized to get that functioning properly is the first priority. Norman responded it's premature because the air test is the major issue and once that is resolved they can talk about areas of importance in open meetings.

I was a little concerned to read there may have been some unscheduled meetings. Might be a good idea to get legal counsel to go over what is in and out of scope and cover the RSA at the next meeting

so residents can understand how it works. Peter responded in terms of almost the last four weeks, anytime that two selectmen need to meet to talk about decisions being made they have made those notices so it's public and anyone can meet up and see what can be discussed which includes the location and time. Last week they had a quick meeting on the trash collection and gave advance notice so Bob and Peter were able to meet. They formulated the decisions and course of action which is the process. If they need to meet and can't or shouldn't wait until the next regularly scheduled meeting, they notify the public within 24 hours and post the minutes. Peter said they make the best efforts after reading the RSA to be sure they are interpreting it correctly. He said he's new and hopes to get it right but may make a mistake. But it is the intent to keep things open and anyone is invited to attend meetings. Meetings are for the public to witness and the Board has the option to answer questions from residents, and public hearings are when the public can participate. Norman said sometimes you have to talk to an individual and you're not going to deliberate or make decisions but have a responsibility to listen to a concern. He feels it's his responsibility to listen to them. If someone claims it's a meeting he will argue to the end it's not a meeting and does not need to be noticed just to listen to a complaint. If he went with Peter to a meet with a resident and sat to deliberate what the complainant said and asked Peter's opinion it would constitute public notice. It's a grey area and until someone tells him that this type of situation would require a public notice for him and Peter to talk with a resident, then he would call legal counsel to argue that point. He's not trying to get the town in trouble.

Richard Elwell said most of the questions were answered since Russell resigned and if he was in attendance they wouldn't need to answer the questions.

Holly McCann stated as a citizen of Kensington there's been more progress about those matters since March of this year than there have been for several years. They were good questions submitted but they should've been asked and deliberated years ago before the police department was put in and left there.

Bradley Brown agreed the old town hall needed work but out of all the people that were in there for years in his opinion, it was two people that got the town into this problem to begin with. The Board is in the right direction to straighten it out. Peter said they will try to move forward and not repeat mistakes and make new ones.

Dickie Welsh complained about the cost of the state wide septic approvals. The Board took that into consideration.

Road Race: May 5, 2015 Cycle the Seacoast. The Board approved and signed the permit.

Employee Question: Kathleen Felch asked for an update regarding the violations from the Department of Labor. Norman stated security was the main issue. Carlene's cubicle originally had a glass barrier that was removed. Kathleen said if it was replaced Carlene wouldn't be able to reach shorter people. She suggested having Lynne and Carlene switch areas instead of constructing another room or having to buy new desks. She hasn't spoken to Lynne or Carlene about this suggestion. Norman would like to look back at the report. He would like to ask the inspector for her suggestions on what is required and then work on it as quickly as possible. Norman also wants to schedule quarterly or bi-annual employee meetings. He will do a notice that he missed the safety committee meeting and set one up in December.

Trash: Peter provided an update regarding the trash information from the Southeast Regional Refuse District (SRRD). The SRRD held a meeting last Wednesday and our representatives are Alan Tuthill and Buzzy Felch. Buzzy advised Peter that several towns are withdrawing from the

SRRD, however Buzzy believes all towns have to be part of a district. Covanta's cost was \$61/ton and Waste Management provided three different tiers based on volume ranging from \$68.50/ton to \$60.25/ton. The numbers were within 1 1/2%. Peter would like to educate the residents on recycling. The new company will take any plastics #1 through #7. We could reduce our trash load by better recycling. Norman asked if we reduce tonnage by more recycling would we pay higher with the trash company. Peter responded it's only 1%. The SRRD is waiting for North Hampton and Hampton to make their decision if they are withdrawing. Waste Management will do a bulk pickup for us too. He'd like to promote this in the next community newsletter and teach the kids at the elementary school. Lynne advised the draft contract was received today. Once it's finalized, the deadline is December 17th.

Insulation Bids- Peter has received two bids for insulation and each has a different approach so he'd like to obtain a third bid.

- Wilson Doors quoted for spray foam insulation for 2x4 framed cellar walls and 2x6 on the end, which includes bubble wrap on the back of metal studs to spray against. Using this radiant barrier you get R4 in radiant and foam. It's a tight and clean solution. He asked them to break out the cost for comparisons for R19 fiberglass in the ceiling for the old rafters vs. spray foam. It is significantly more expensive but spraying is the way to go. The bid was \$17,500.
- Dr. Energy is quoted using foam board all the way around. It is foam with graphite infused in it. They don't mention an R value. Each panel needs to be taped. Norman advised it needs to be rough wired before insulation is blown in and once studding is installed they can have an electrician start. Peter reported they have a sani-dry dehumidification filtration system for an entire area or one or two problematic rooms and can be added after the fact.

Norman asked how soon they can install but Peter said Dr. Energy can't start until the new year but Wilson Doors can start earlier. Norman will contact electricians for quotes and he also reminded them the baseboard was removed during the installation of the water system.

OLD BUSINESS

Daytime Ambulance Coverage- NOT DISCUSSED.

Administrative Assistant:

- **Deliberative Session-** Paul Flynn contacted Lynne to schedule the deliberative session in conjunction with the school. They are scheduled for Wednesday, February 4, 2015 at 6pm. The Board agreed to hold the Town's deliberative session after the school at 7pm.
- **Prescott Property-** Lynne advised Mr. Prescott of the RSA and he will decide how to proceed.
- **Budget-** Lynne is still awaiting budgets from several departments. The first meeting will be scheduled at the school on November 24th at 6pm.
- **242 South Road** – Lynne suggesting sending this to Town Counsel to review first since they had been involved. All members of the Board agreed this was appropriate.
- **Kuegel Pit-** Lynne presented the meeting minutes and documentation regarding the one year deadline. Peter made a motion to have Town Counsel contact Mr. Kuegel's attorney to follow up, seconded by Norman with all in favor.

- **Fire Truck Paperwork-** Lynne advised Norman he was appointed as the person in charge of contacting Lakes Region to resolve this issue.
- **Unitil Groundwater Permit Renewal-** Their permit was renewed by NH DES for five years.
- **Seven to Save-** The Board received a letter thanking them for hosting the event.
- **Parking at the Town Office-** The engineer responded the standard is 22'-24' of drive aisle from end of stall to end of opposing stall for 2-way traffic & 90-degree parking spaces.
- **Bathroom Locks at the Park-** The Board would like to ask Art to look at the option of a deadbolt installation on the park bathroom doors to be used in the off season. Lynne presented a quotation from the locksmith. Bruce Cilley offered to hire the septic company to address the problems at the park. All board members approved. Lynne asked if a board member would like to be appointed with authority to handle park issues. All board members declined.

Bills & Mail- Bills were approved and signed. Norman presented a bill from Comac with an additional cost of \$496 over the \$4859 approved total. He forgot to take into consideration the trailer location was moved so it required 40 additional feet and they only charged us for 30 additional feet. He reminded Peter and Bob they need to start looking for a plumber to tie into the trailer when it arrives. Peter is still awaiting specs from the trailer company. Lynne presented the bill from BWP for an additional fee for removing debris left from the trench. The Board approved the additional fee.

Meeting Minutes- Minutes were not approved.

Next Meeting Date- December 1, 2014 7:00pm in the Kensington Elementary School Library.

Lynne reported the third week in December is typically the school's holiday concert. In the past the meetings have been delayed until 7:45pm. The Board asked her to confirm if it will be the same night as our meeting.

Bob made a motion to adjourn at 11:08pm, seconded by Peter with all in favor.

Respectfully submitted,

Lynne Bonitatibus
Administrative Assistant