

**TOWN OF KENSINGTON
BOARD OF SELECTMEN
MEETING MINUTES**

April 6, 2015

Draft Minutes-Subject to Change Prior to Acceptance

In attendance: Norman DeBoisbriand, Bob Wadleigh and Peter Merrill were in attendance. Norman called the meeting to order at 7:02pm.

CITIZEN'S FORUM:

DEPARTMENT HEADS:

Police Department-Chief Sanders reported:

- He will submit the invoice for the cruiser lease payment.
- The Crown Vic was removed from rotation today. The trade in allowance was \$1,200 and \$14K for the Charger. The replacement cruiser will be ready by Wednesday morning. Chief negotiated some cost savings on the equipment. Kathleen confirmed the insurance is in effect.
- The grant has been approved.

Fire Department- Chief Leblanc reported:

- A dry hydrant was damaged on Trimble Trail by a loader. He is awaiting a repair estimate from Knipstein.
- He has twelve used air packs and asked what the Board would like to do with them. The new ones are installed on the trucks. Chief said they need to be stored at appropriate temperatures and would recommend trying to sell them and use the funds to purchase another air pack. Bob suggested Chief try to find a buyer and see what they are willing to offer. Norman was concerned about using the funds because of the appropriation process. Peter preferred to wait until all air packs were out of service and try selling them as one lot.
- The paperwork for the Knox Box was reviewed. Charlie confirmed the keys can only be accessed through Rockingham Dispatch and we purchase direct from this company because they have specific keys for our Town. Peter inquired if there were any other town buildings that should have one installed. Charlie responded the Grange does not have one installed. Peter made a motion to purchase two Knox Boxes, one for the town hall and one for the grange, seconded by Bob with all in favor.

Building Inspector-Mark Sikorski presented the following:

- **Gavutis, 231 South Road,** Renovations due to a fire. Norman made a motion to approve the permit as presented, seconded by Peter with all in favor. Chief LeBlanc issued a temporary gas permit so they can relocate the gas line to do renovations.
- **Ferguson /Tauchart, 96 Stumpfield Road** – Rooftop Solar panels and hot water system. Peter asked if they provided the foundation plans for the farm stand and Mark confirmed they did. Norman made a motion to approve as presented seconded by Peter with all in favor.
- **Pacy, 275 South Road,** Rebuild collapsed barn. This is the replacement structure with same footprint of the demolished barn. He will install a porthole for anticipated sanitary disposal. Peter made a motion to approve the permit as presented, seconded by Norman with all in favor.

Road Manager-Dave Buxton reported:

- Dave would recommend approving Sewall Enterprises quote for roadside mowing. Because they do many other towns, he would like to get on their schedule. The cost for an initial mowing of grass and brush is \$5,225 and he requested a quote for a second mowing for the end of June and October. The cost for the second mowing is \$4,250. In the past we had sickle bar mowing done at the end of June for \$3,800 which only cuts the grass. This mowing will include grass and brush. We tried it for the first time

last fall and we didn't receive any complaints. Norman was curious if the grass and brush will grow that much in three months. Dave suggested trying it twice this summer and to keep an eye on it between June/July and October to see if it is needed for next year. Bob inquired if another bid was obtained. Dave was contacted by another supplier who has done work with the Town in the past. They wouldn't provide hourly rates when he called them back. They finally bid \$75/hour and Sewall's quote is based on \$80/hour which is what we paid last year. Peter is comfortable with the bid. Norman was concerned with the plowing budget being overspent so he's hesitant.

- He would like to say if we don't need in the fall can we cancel it. This is the first time in 12 years they went over the plowing budget. He'd rather hold back on ditching than this project. Bob Gustafson commented there was a presidential declaration for the January 26-28 and there is a meeting which we will be reimbursed 75% for those three days. There is a high probability we will get it. It will be approximately \$18k we may be reimbursed. The larger storm hasn't been declared yet. Norman suggest3ed sand in next years budget, but Dave said we need to purchase in last summer. Peter made a motion to proceed with the project, Norman also said Kimball Road we don't know what it will cost us. Dave said to proceed cautiously. Peter asked when the culvert costs will come. Dave said they are starting with a design now and application to the state. Bob will be putting in an application for a 50-75% fema grant for this too. Bob seconded with all in favor. The Board signed the bid.
- Bob asked about pot hole filling. Dave will have Chris do a town wide patching.

Emergency Management- Robert Gustafson reported:

- He worked with Seabrook to draft a budget for personnel and is awaiting approval from the State.
- The Seabrook quarterly meeting will be held Wednesday night in East Kingston.
- The potential for relief from the snowstorm was discussed under the road manager.
- He is setting up a committee to work on the LEOP. His kickoff meeting is on April 14th. He invited a member from the fire department, police department, road manager, conservation commission, planning board and a past selectman. Since the Board approves the plan, it is best they aren't on committee. It is due by the end of September.
- Conservation wanted to do work on a piece of land that comes together in They will watch very closely to make sure granite marker is not removed. He was a boundary walker last time and the concern is it doesn't get moved. Peter sent Kathleen an email on it. The application that was submitted section 8 question L had to do with it is not within a water supply or groundwater protection area. Peter said we have an aquifer protection ordinance and within the zone. They are changing it to pasture. Due April 13th. Peter said a bonded engineer will be required to do it. Norman said Exeter and E. Kingston Norman said can write to them and express concern to the other towns. Peter said prior to that they would discuss the aquifer protection and it may make the application null and void. Bob said they have equipment in there already with an excavator. BOS could write a letter to the State per Julie. Kathleen said 4-5 acres in Kensington and most are in Exeter. Norman said see what other towns are doing to have a united front. Peter agreed to be the point person. Norman made a notion for Peer to contact Exeter and E Kingston in regards to two issues seconded by Bob with all in favor. **Alteration of Terrain Permit-** The Town was notified Map 16 Lots 4&5 have applied for a permit to disturb 325,100 square feet of earth on this property. The documents were given to the planning board for review. Comments must be submitted by April 13th.

Assessing- Kathleen Felch reported:

Signatures:

Excavation Permits, Round Hill. Welsh

Wiggin

Seabrook

Norman motion to approve excavation for Round Hill and Art Wiggin seconded by Bob with all in favor. They are holding off on Seabrook to amend the form to confirm amount being taken out.

Library appropriation for the balance of the year. Lynne said they cant oversee the library spending. Norman wants oversight on their budget like other departmetns. Kathleen said they have trustees. He's looking for constructive dialogue. Perre motion to approve second by Norman with all in favor.

Town Clerk credit card authorization.

Notarize campground owners are liable if people don't pay individual tax bills. She will notarize it. The campground owner is aware of it. Peter made a otion to allow Noran to sign seconded by Norman with all in favor. Motion to Intent.

Notarize a release of lien document.

Elderly exemptions (2) She suggested reviewing in next meeting nonpublic to review documentation.

Tax Collector- Carlene Wiggin reported the annual tax lien was completed on April 2nd. It has decreased approximately \$61k. She also requested a non-public session at the end of the meeting.

Town Clerk- Dawn Frost reported:

- She thanked Norman for purchasing a new shredder.
- There is paperwork stored in the closet in her office and would like to move it offsite.
- She purchased a bookshelf and had it anchored to the wall.
- She submitted three invoices for payment.
- Lynne helped her obtain access to vital records and she will have access to the election software by the end of the week.
- A representative from the election machine company confirmed the modem was not in the voting machine. Dawn was then made aware the cards need to be returned to them 30 days after the election. She was also told it was not stored properly and if it's damaged by us, it will not be covered under warranty.
- She has concerns about being enclosed in her office because of the Department of Labor findings. She hopes they won't mandate it.
- The dog license deadline is April 30th, but violations will be issued on June 1st. She is trying to organize everything before then and would like to reach out to people who may not have been properly licensed last year. She will provide copies to Toni and is creating a new clerical process.
- It took a significant amount of time to clean up the office.
- She asked the Board if they appoint a Supervisor of the Checklist. She will look in to it.
- She reviewed the resumes for the deputy clerk position. The deputy is required to work 30 days prior to attending training. They may be able to work around that since we have limited hours. She provided the resume to the Board to review later in the meeting during non-public session.

Recreation Department-Members were not present.

Conservation Commission- Members were not present. Norman noticed surveyor tape on his property and wondered if it was the Conservation Commission. Bob will check, but thinks it may be the easement holder.

Sawyer Kensington Trust- Members were not present.

- Lynne presented the 2015 Irrigation contract from Hillside Landscaping for signatures and confirmed the cost has not increased. Peter made a motion to approve the contract, seconded by Bob with all in favor.

- She will post a sign at the park advising of the delayed opening until May 1st. Chief Sanders would like to review it prior to posting so the appropriate language is included to prosecute any trespassers. He will have his officers keep an eye on it.

Building Committee Update-

- Norman reported the town hall is still dry.
- Peter looked at the compressor unit and only found damage to the cover on the condenser when ice fell.
- Harold Bragg emailed him regarding a broken post and Carl Rezendes was not concerned about it being replaced. He would like it removed and the chain cut. Norman wasn't sure who the property owner is, but was told it was installed so people didn't park on the lawn. He doesn't think it's the Board's jurisdiction since it's not our land.
- Norman asked about the quote for the wall repair at the parking lot. Dave Buxton will bring a revised quote to the next meeting. Norman would like the wall clearly marked prior to next winter.
- Richard Elwell asked if the feasibility study was put out to bid. Norman said the Board wants to review several things prior to continuing the process at the town hall. One issue was sufficient parking for employees, cruisers and visitors. The study isn't complete yet; however the architect didn't view it as a problem. The other aspect is the leach field. The current one is a tank with holes and crushed stone around it. They contacted Peter Landry and there was money allocated for a test pit in a certain area to see if we can fit a leach field, otherwise it would not be feasible to spend money on the building. There is adequate water supply that is being treated.
- Peter updated Chief Sanders on potential generators based on need.

NEW BUSINESS:

Reappointments:

- Peter made a motion to reappoint Mike Schwotzer as a planning board alternate member, Robert Solomon as a planning board member, and James Thompson as a planning board member with terms expiring in April 2018, seconded by Norman with all in favor.
- Peter made a motion to reappoint Joan Skewes and John Andreasse as zoning board members with terms expiring April 2018, seconded by Norman with all in favor.
- Peter made a motion to reappoint Leslie DelSesto and appoint Thomas Reynolds as recreation committee members with terms expiring in April 2018, seconded by Norman with all in favor.
- Peter made a motion to reappoint Joan Skewes as conservation commission member with a term expiring in April 2018, seconded by Norman with all in favor.

Heritage Commission Exploration: Robert Solomon and Elaine Kaczmarek attended to discuss the possibility of establishing a heritage commission. The RSA's 673 and 674 allow Towns to optionally create a heritage commission which is to historic resources what a cc is to towns natural resources. It's an advisory board only on issues relating to historic buildings and other cultural entities in town. They are formed through a warrant article via petition or the board of selectmen. After the Board appoints members. He Elaine Eric Peterson and Lynne Monroe, and if Peter wants to be a member. They are open to anyone else to spend time to prepare for the warrant articles and educate themselves and come up with answers whether it will help Kensington. They would like a committee to understand if it will make sense for us. Bob W asked if they will go through assets of towns and determine historical building which would require certain building materials. He said that's not what this is. That is a historic district commission and they are working on paint colors, etc. There is a definition. Town appointed board, comprised of citizens to promote and protect resources. Inventories and we have the book that Lynne Monroe did showing all of the old properties in town. Primary duties advise and assist other boards and commissions. Future looking planning for town wide scope. They are not an approval body. It's about awareness and education. If funds come in they control the funds per Norman. This body is final decision on what is done with the funds. It also deals with private homes too. Peter said good with representative from BOS and PB there. Lynne submitted the RSA which confirms the Heritage Commission would be able to disburse funds without approval from any other Boards or town vote. Peter said If you don't have a focused group of people preserving heritage of town and checks and balances of what is going on in that

regard. Norman said all best intentions however; someone cannot have sufficient answers to people and leads to suspicion. He wouldn't want it turned into something negative. Linda Blood wanted to be sure if it's created they cannot make up their own bylaws. The RSA's would oversee the commission. Elaine said 56 towns have a heritage commission. He asked the Board to sponsor them as a committee. Peter recused himself from commission.

Frank Whittemore attended and representing historical society treasurer. Take care of brick school. Town owns North school on Route 150. It's on the national register of historic places since last fall. They don't have enough money to repoint the exterior for \$3200. They have saved a lot of money from yard sales and outside donors. They would like ability to apply for a moose plate grant and only get the funds if it comes to the Town. Be able to sign off and when funds come in to approve it to expend to the contractor for the work. Peter said this has been done for the town hall too for this grant. Norman and Peter think the School oversees it and aren't sure if the School has jurisdiction over it. They need to know this in order to sign it.

OLD BUSINESS

Administrative Assistant:

➤ Change of Duties-

- Health Officer: Norman volunteered to remain health officer.
- Planning Board Representative: Peter volunteered to remain as the representative.
- Safety Committee Member: Norman volunteered to remain on the committee.

All members were in agreement with these appointments.

- **Lawsuit Update-** Lynne presented a new document from the town counsel for the Board to review.
- **149 South Road-** Norman received notification yesterday the light was changed and it's down. Lynne asked if the board would like her to draft a response to the resident who issued the complaint. Norman agreed to send notification the lighting has been adjusted.
- **Gaslight Lane-** Lynne advised the homeowner was very satisfied with the meeting and resolution and wanted to thank the Board and others who attended.
- **Auditor's MD&A-** Lynne asked the Board if they had time to review the documents or if they wanted her to draft the MD&A as she did last year. This is the last piece they need in order to finalize our 2014 audit. All members were in agreement for Lynne to generate the report.
- **Kuegel Pit / Fire Truck Questions for Attorney-**
 - **Fire Truck-** Since Norman has been working on the fire truck exchange for over a year now, he doesn't want to spend any more time or money on it. The transaction wasn't handled correctly and he'd like to close the issue. Peter and Bob were in agreement.
 - **Kuegel Pit-** Norman stated the Board needs to decide whether to abate taxes. He feels that in the first year he did not file for grandfather status so he legally was still operating as a commercial pit and didn't lose that status as a result of not filing. He lost the grandfather status in the second year due to not filing so he feels the first year was still commercial and the second year he would entertain an abatement. Lynne advised a potential buyer asked about the reclamation. Peter said it will be well into May before you will see results. He suggested getting the planning board involved and he'd like to see what's taken place before the discussion. Bob said the snow may be gone so they can look at it sooner. Peter will raise the issue at the next planning board meeting.
- **RPC Master Plan-** Peter will be attending the public hearing on April 8th.
- **Septic Reviews-** Lynne presented the memo of understanding the Town has with the Rockingham County Conservation District. Lynne was concerned future board of selectmen may not be as familiar with septic regulations. Peter replied if a licensed designer is hired it wouldn't be an issue.
- **Special Events Application-** A resident submitted the application for July 25th for a 50th Wedding Anniversary party and would like to serve alcohol. He is researching insurance options. The Board tabled it until the full application is submitted.
- **Department of Labor-** Norman confirmed he sent the inspector a letter and our deadline is June 1st.

- **Library Parking** – Lynne drafted a letter but has not received approval to forward to the school board members yet. The Board approved submitting the letter.
- **Haunted Hayrides**- Lynne received a request from a resident to host haunted hayrides on the Batchelder property at 7 Pine Lane. They are just in the researching stage. Lynne presented the response from the NH Municipal attorney. She also submitted the automatic sprinkler system requirement for season haunted houses. Norman stated this applies to a private road and intersects on a state road. Peter would like Chief Sanders to provide input and have his facts before responding. Lynne will call Newton to see how they handle a similar seasonal business.
- **Local Officials Training**- Lynne advised the Board of upcoming training.
- **Lease Renewal**-Lynne has not received a response from the landlord since our letter was sent.
- **Encroached Building on another property**- Lynne was notified of a dwelling which was constructed on part of a neighbor's property. Norman stated this is a dispute between the landowners.
- **Welfare Guidelines**- Lynne advised the Board they need to adopt the guidelines annually and presented the documents for their review. Peter asked Lynne to contact Brentwood to compare similar guideline amounts.

Norman motion not to approve until since services aren't rendered yet, We should be billed monthly and see if he wants to come to a meeting to talk to the Board.

Non Public Session RSA91A:3,II(a, b &c): Norman made a motion to enter non-public session at 9:44pm, seconded by Peter with all in favor. One employee, one hiring and one tax issue were discussed. Norman made a motion to leave non-public session and seal the minutes at 9:26pm, seconded by Bob with both in favor.

Bills & Mail- Bills were approved and signed. **Down to Earth 1st Bill**- Lynne asked the Board if they would like to process this invoice for payment. The bills have been held in the past because it was prior to the park opening and the commencement of work.

Meeting Minutes- Lynne would like to amend Soule Enterprises to properly read Sewall Enterprises on the March 16th minutes. Norman made a motion to approve minutes with the change for March 16, 2015 and March 23, 2015 seconded by Peter with all in favor.

Peter made a motion to amend the minutes from December 18, 2014 as follows: **Peter motion to amend as presented second by Norman all in favor.**

No services rendered at all yet.

Next Meeting Date-April 20, 2015 at 7:00pm at the Kensington Elementary School Library.

Non public at 10:34pm.

Norman made a motion to adjourn at 10:36pm seconded by Bob with both in favor.

Respectfully submitted,

Lynne Bonitatibus
Administrative Assistant