

**TOWN OF KENSINGTON
BOARD OF SELECTMEN
MEETING MINUTES
AUGUST 17, 2015**

In attendance: Norman DeBoisbriand, Robert Wadleigh and Peter Merrill. Norman made a motion to open the public meeting at 7:00 pm. Bob seconded and all were in favor.

CITIZEN'S FORUM

DEPARTMENT HEADS

Fire Chief-Charles LeBlanc:

Chief LeBlanc reported he has been to the restaurant at 149 South Road and upon inspection found several deficiencies. He visited the site with former Hampton Falls Fire Inspector, John True. Chief LeBlanc reported that as he is going to be away until September 7 and asked the Selectmen to allow Mr. True to follow up with inspections at the site in his absence.

Norman made a motion to allow John True to act as fire inspector at 149 South Road while Chief Leblanc is away. Bob seconded the motion and all were in favor.

Chief LeBlanc informed the Selectmen that he has a new personal vehicle and he often responds to calls in his own vehicle. He asked the Selectmen to allow him to transfer the lights and radio from his old truck to the new one.

Norman made a motion to allow Chief LeBlanc to install the lights and radio to his new truck. Bob seconded and all were in favor.

Chief LeBlanc told the Selectmen he will get the bills to Kathleen Felch before he leaves and he can be reached via text while he is away.

Police Chief- Scott Sanders:

Chief Sanders reported that he received word from the Department of Labor regarding an open case ,which has now been closed, and he is satisfied with the resolution.

He reported to the Selectmen that he has evaluation packets for his department that will be completed by September 11, 2015. The evaluations will consist of a self -appraisal, a face to face conversation with Chief Sanders and a final written evaluation after that meeting.

Chief Sanders informed the Selectmen that on Friday, August 14, 2015 he took part in a tabletop exercise which was meant to simulate a school shooting. Its intent was to ensure response to an event and re-enforce all parties' roles in such an event. It also highlighted the communication which should exist between offices/entities with in the school communities.

Chief Sanders told the Selectmen he is starting the process of seeking vendors as he begins investigating body cameras for his officers. He feels it is beneficial to both his officers and the town. The cameras would serve both as an "insurance policy" to the town and the officers and would help serve as a training tool as well.

The Selectmen informed the Chief they had not had a chance to look over his proposal for the new detail fee schedule.

Norman asked Chief Sanders if there was a “call chain” in place in the event of emergencies. He asked who would be notified and by whom would they be notified. The Chief informed the Selectmen that there was something in place and he would be happy to sit with the Selectmen to update them with regards to the passing of information during a crisis.

Finally, Chief Sanders told the Selectmen the refrigerator that houses temperature sensitive “kits” is no longer working. The PD has installed an air conditioner as a fail-safe for the time being.

Building Inspector- Norman Giroux:

Mr. Giroux offered no new permits this week. He informed the Selectmen that he was reviewing a permit from last year that is still in-process. He questioned the fee charged for the permit as it was inconsistent with the size of the job and asked if the application should be upgraded to a new fee schedule. The Board suggested the building inspector set a time to discuss the current fee schedule for building permits. Norman Giroux agreed. They all agreed to sometime in mid -September.

Mr. Giroux told the Selectmen he will be going to inspect the bathroom upgrades at the Rosencrantz business as per the BOS meeting of August 3, 2015.

Mr. Giroux also offered insight to his responsibility to in-process construction. He had read in the Zoning/Ordinance book, under the building inspector tab that in-process construction may require evaluation of work in process. The Selectmen thanked Norman.

Road Manger- David Buxton:

David reported to the Selectmen that he has received one bid for the Kimball Road culvert replacement project. The Selectmen opened the sealed bid from Jamco Excavators (84 Exeter Road, So. Hampton, NH) He also offered the Selectmen two sealed bids of the reclaiming of 4,125 linear feet of Drinkwater Road. The Selectmen then opened the two sealed bids, one from Bell & Flynn and the second from Bourassa Construction. David told the Selectmen that he is still awaiting state approval for the culvert project. He asked to meet with Bob Wadleigh to discuss the bids for the Drinkwater Road project. Bob agreed. Norman suggested they not make any decisions until the bids have been thoroughly reviewed and would like to award the bid at the next meeting (August 31st).

Kathleen Felch gave two salt proposals to David, one from Morton Salt and the other from Granite State for his review.

Emergency Management- Robert Gustafson:

Not in attendance.

Assessing Office- Kathleen Felch:

Kathleen asked the Selectmen to sign the MS1, a form for the state to help set the tax rate. The values are generated from the Avitar system used by the town. The exemptions and credits are removed by the system. The MS 1 and the MS 5 (incomplete at meeting time) will be sent to the state. The Selectmen signed the MS 1 for Kathleen.

Tax Collector- Carlene Wiggin:

Not in attendance

Town Clerk- Dawn Frost:

Not in attendance

Recreation Department-

No members in attendance

Conservation Committee-

No members in attendance

Sawyer Kensington Trust- Bruce Cilley

Bruce informed the Selectmen that Hillside has completed the 3rd round of lawn/vegetation treatment. He mentioned it appeared that another company may have sprayed the softball field without approval or knowledge of the Trust.

Bruce informed the Selectmen of a downed tree near the skateboard area at the park. He also mentioned he found the Recreation Departments bouncy house deflated but plugged in noting his concern for the matter. Finally, he told the Board that the donated park sculpture has arrived if they would like to view it in person. It is currently housed at the equipment shed.

Norman mentioned to Bruce that the Selectmen would like to get together with the Trust to discuss a plan for building maintenance for the buildings at the park. Bruce agreed to set a time for the two groups to meet.

Kathleen offered the Selectmen the Hillside contract that had been signed by Hillside agreeing to the contract terms. Hillside Landscaping is out of Nottingham, NH. The town is currently in a multi-year contract with the company. The Selectmen thanked Bruce for attending the meeting.

Building Committee-

Norman informed those in attendance that the Board had met with the architect to view the latest plans. He noted there have been a few minor revisions. The revisions include a window installation, a segregated communication area for town officials/ police department officials. There has also been a switching of the Emergency Management office with the Selectmen's office.

Norman told the meeting of the intent to petition Superior Court to hold a special town meeting regarding the upgrades and addition to the Town Hall. He noted the town budget has \$20,000 budgeted for legal fees and they have anticipated the additional fees to petition Superior Court.

Peter told the Board that he met with the landlord regarding the renewal of the lease. The landlord is willing to enter another year lease, noticing the potential of exit. The landlord would like as much notice as possible of exit with limited penalty to the town. Peter noted it was a positive meeting.

NEW BUSINESS

Kathleen presented an application for the Pavilion rental. The application was for September 13, 2015 for the Congregational Church from 8-12pm. The Selectmen signed the application. Kathleen presented a second permit for an Open Air Assembly at The Farm at Eastman's Corner on October 3rd from 11am -3pm. Peter made a motion to approve the Open Air Assembly, it was seconded by Norman and all were in favor.

OLD BUSINESS

Norman informed the Board that citizen, Russell Perry, requested that the Board meet with the architect regarding the town hall in the evenings when more residents could attend. Norman responded by offering to have the architect meet at some point on an evening, but that there are often circumstances that will not allow meetings to take place in the evening but the Board will take this suggestion under advisement to accommodate this citizen request.

Norman also received an email from a town resident questioning when or if the Deputy Town Clerk position had been posted, noting he could not find anything in the meeting minutes either. Norman noted at this time there are no positions being posted, considered or being reviewed. The citizen also asked about non-public session being

the forum to discuss candidates. Norman reiterated the point that the only items regarding employment discussed in non-public session is the process which must be adhered to during the hiring process.

Linda Blood, town resident, then asked about the town clerks hours. The Board offered Dawn's new hours beginning in October which will be, Tuesdays 3-7pm, Wednesdays 3-6pm and Thursdays 10-1pm. The office will be closed on September 10, 2015. She then asked if the Selectmen receive many complaints about the Town Clerk's hours. Bob told Linda they have not had many complaints lately and that the on-line car registration may be a positive factor.

Kathleen received a service reminder from Northeast Basement Systems for \$129.00. Peter made a motion to have Northeast Basement Systems perform an annual service. Norman seconded and all were in favor.

Kathleen discussed with the Selectmen the possible increase in charges from Integrated Paper Recycling. Norman said he would like that to go before council, Kathleen agreed to forward the information.

The DES approved the Alteration of Terrain including 7 conditions that must be met. The approval are for Tax Map 16 lots 4 & 5.

The Department of Labor is now satisfied and there are no outstanding issues for the town, the audit is officially closed.

Kathleen told the Selectmen that Mr. Peter Kuegel has been in touch with the town office to ask about his refund on the lower valued property. Peter Merrill responded to Kathleen that there is yet no certification of reclamation and the town must contact Ridgley Mauck to certify the reclamation of the pit.

Kathleen presented the bills for signatures.

The Selectmen asked Chief Sanders about getting gasoline from both the state pumps and the open retail market. Chief Sanders offered to the Selectmen his opinion that it is important to keep the state pumps as an option because they lock in a price for the season and should the open market exceed that price the state pumps become of value once again. He admits while the open market offers lower retail prices he will investigate getting a gas card to be used by the officers. He and the Selectmen will continue this conversation as prices fluctuate.

Kathleen gave the Selectmen the minutes of July 6th because of a question presented by the landlord of the town offices. Norman made a motion to amend the minutes by deleting the phrase *and the town offices* under the **NEW BUSINESS** heading. Bob seconded the motion and all were in favor.

Norman made a motion to leave public session and enter into **Non-Public Session RSA91A:3,II (a,b,c,d,e,i)** at 8:29pm One employee matter was discussed. Norman made a motion to leave non-public at 8:38pm and seal the minutes of non-public. Peter seconded and all were in favor.

Norman adjourned the meeting at 8:42pm. The next meeting will be held on August 31, 2015 at the Kensington Elementary School Library at 7:00pm.

Respectfully submitted,

Michelle Aiken

