

**TOWN OF KENSINGTON
BOARD OF SELECTMEN MEETING**

**Kensington Elementary School Library
122 Amesbury Road
Kensington, NH 03833**

**MONDAY
September 14, 2015
WORK SESSION MEETING MINUTES
6:00pm**

In Attendance: Peter Merrill, Norman DeBoisbriand, Norman Giroux, Building Inspector; Robert Wadleigh @ 6:30pm.

Public Present: Russell Perry, Dawn Frost, Town Clerk; Linda Blood; Richard Elwell;
Donna Carter, Supervisor of the Checklist; Harold Bragg, Moderator;
Pam Kehoe, Dana Donovan; Holly McCann.

Work Session:

Building Permits and Fees-

Peter made a motion to open the work session at 6:24pm.

Norman asked Mr. Giroux his thoughts, and he presented packages to the Selectmen.

Mr. Giroux gave the board examples of wages from area towns and comparisons of Seabrook and Kensington permit fees. This also included comparisons for the electrical permits, and that he pointed out that the electrical inspector does not come to the board for approval of permits. Mr. Giroux is trying to bring clarity to the permitting process and fees. He explained that the zoning is difficult to understand, and his interpretation of the zoning is that the \$2,000 limit is being misunderstood. He believes that it would be any change in appearance, just because the area (living room, kitchen, bathrooms) were already there does not mean you don't need a permit. The residents should also be calculating the estimated costs if the work that is being done by them. Mr. Giroux explained that there was some questions on the changing of the appearance, because when construction is done people are not obtaining permits if they are replacing existing features.

Norman explained that part of the problem is the way that the town classifies the payment of the permit fee. The building inspector will not receive payment until the end of the job, or when the certificate is signed. The split is 40/60 with the building inspector being paid out the 40% of the permitting fee.

He is suggesting changing the split ratio.

Mr. Giroux is doing the plumbing inspection as well as the building inspection. He is suggesting the town start issuing a plumbing permit as well so that they are not all in the building permit. If he has to re-inspect there should be a penalty for that where he is returning to the project area twice, and there is no added charge for that. Peter asked if he is looking for payment per inspection. He is not looking to divide the fees per inspection, but if he was to leave the job for some reason he would like to be compensated for the work he has completed.

Mr. Giroux is uncomfortable with the current process of anything under 120 square feet not needing a permit. There is not anyone checking the setbacks of the structure or other town restrictions that might be on the property.

Norman agrees that the way the town does things right now is not correct compensation as far as the work and time put into the inspections.

Mr. Giroux read 8.1.2 A1 under the building codes for the board to hear that he is allowed to add to a permit fee if he inspects and there is more going on than originally applied for. Norman agrees that definition needs to be expanded upon, and defined more. Mr. Giroux thanked the board for their time.

The board will set the next work session at the 9-21-2015 meeting of the board.

**BOARD OF SELECTMEN MEETING
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6:30pm**

Norman made a motion to go into Public Session, Peter seconded all in favor at 6:54pm.

Non Public Session- RSA 91A:3,II(c)

Norman made a motion to go into non public session at 6:56pm, seconded by Peter, all in favor.

The attendees were asked to leave the room for the non public session.

Mr. Perry demanded the reason for the nonpublic and it was explained that it was a matter of reputation, discussion with the board in regards to adverse public opinion, of an individual, not the board.

Norman a made a motion to reopen the public session at 7:11; seconded by Peter, all in favor.

Special Town Meeting Discussion:

Norman passed out the timeline for the special town meeting to the people in attendance.

He explained that the judge had approved the order for the special meeting and the board worked with the attorneys to secure the time frame for the meeting requirements.

All present went through the timeline with tentative dates for the Deliberative Session on Saturday October 3, 2015 with the Town Meeting on Saturday October 31, 2015.

The Board explained that the warrant will be one item, which is for an addition to the Town Hall.

Pam Kehoe asked if the voting machine will be used. Norman explained that the board was not looking to use the voting machine for the one question, unless Harold and Dawn feel it is better to. Dawn asked when the absentee ballots would be available. Kathy explained that you need to wait until after the Deliberative session. Harold explained that there are 28 days between the Deliberative Session and Town Meeting and not sure if that is enough time to do the absentee ballots and get them back from residents. Dawn will check with the State to confirm the timing for sending out absentee ballots. Norman explained that you can open the polls at 11am and close them at 7pm. And that the election could be pushed out to November 3, 2015.

To be determined: Time period for distributing the absentee ballots; moving out one of the dates from a Saturday; notification of the school and police department.

Dawn wanted to change the October 3, Deliberative Session date; the board will look into it. The Board expressed that the 3rd would probably be a hard date, and is unsure if that date can be moved. They would like to follow what legal counsel has worked out for dates. Harold reminded the board that elections cannot be held at the Town Hall because the front of the Town Hall is not ADA compliant.

Pam asked when the drawings will be available and what the breakdown of the money will be. Norman explained that there are estimates that the architects use that are somewhere from \$190-\$200 a square foot. Norman explained that approximately 4000 square feet can be renovated. Pam asked if there was a total that has already been spent on the Town Hall. There is substantial funds that have been spent. Since Norman has been on the board, he does know that there were gutters, stairways, water proofing the inside, studding. His figure is about \$40k spent so far. They did a feasibility study to make sure that the area could accommodate the town and it was found that it can.

The septic system design has been done and approved by the state. What is there currently is not adequate. Bob expressed that the engineer was able to find an area and provide the town with what they need to support the building and addition. The heating system is sufficient to handle the addition area.

Parking has been figured and will accommodate the everyday needs of the building and overflow parking will be available across the street.

Norman has done up a question and answer sheet that he would like the board to review and approve. It deals with the proposed town warrant and questions that residents might have. The floor plans as well as the 3D pictures of the proposal are also included. All information will be available at the Town Offices, Library, Country Brook, and online as well. Dana suggested that the town look into putting something in the weekly packets that go home with the school children. The board will look into that.

This proposal will have no long term impact on the tax rate. There is no bonding in the proposed warrant for this addition to Town Hall.

Norman explained that there will still be \$340,000 left in the towns reserves after this proposed use of the unreserved fund balance.

The amount in the unreserved fund balance has accumulated over the past 3 years, largely due to not encumbering funds that could not legally be encumbered last year. There are things that happened with tax payments that have put us in this position.

Peter thought that actual pictures of the town hall as it is now.

Peter made a motion to approve the informational package for distribution to residents, Bob seconded all in favor.

Town Hall Open House:

Norman asked the board if he could hold an open house this Saturday, September 19, 2015 from 10-2pm.

He will bring guided tours through the Town Hall to show the residents what is currently there, excluding the area upstairs where there is police department storage. There will be some informational packets handed out then as well. Peter will be attending so the open house will be noticed.

Peter made a motion to approve the open house, seconded by Norman, all in favor.

Building Permits:

Norman Giroux had 2 permits for approval:

Christopher Batchelder- Pine Lane for sign for Farm Stand

Rosencrantz- 2 Bathroom upgrades.

Norman made a motion to approve both the sign and building permit as presented, Peter seconded, all in favor.

Bills:

The board signed the bill report. No changes were made.

Kathy pointed out that the first bill was received from Integrated Paper for recycling at \$20 per ton.

Building Plans:

Norman stated that the architect explained that if he can start now he can have the designs done by the town vote. The warrant articles that were approved have enough funds left in them to pay for the designs.

Norman made a motion to have the plans developed for the addition to the Town Hall, Bob seconded; all in favor.

Norman made a motion to go back into non public session at 8:31pm; Bob seconded all in favor.

RSA 91:A3 (a,c,e)

Matters with the Health Officer; Litigation; reputation; and hiring were discussed.

Norman made a motion close nonpublic and to seal permanently the minutes at 8:44pm, Peter seconded all in favor.

Norman made a motion to open the public session at 8:44pm, Bob seconded all in favor.

Building Advisory Committee:

The board discussed the possibility of setting up a building advisory committee to the board.

No decisions made.

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Kimball Road

Peter would like to know where Dave and the Chief are as far as the new road signs for Kimball Road stating the weight limits, and that it is compromised. He believes that the road could be compromised and would like that completed as soon as possible. Kathy will ask where they are in the process.

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Town Signage:

Peter would like to see the Sign ordinance looked at for the signs that are popping up around town.

Norman would like to see the sign that is in the field on 150 repaired. The board will revisit for the budget season.

Donated Sculpture:

Norman asked if the board members were okay with Bruce the donated Spring Buck sculpture.

Norman made a motion to allow Bruce to put up the Spring Buck in the designated location in the park; Bob seconded all in favor.

Norman made a motion to adjourn at 9:15pm; Peter seconded all in favor.

Respectfully Submitted,
Kathleen T Felch