

**TOWN OF KENSINGTON
BOARD OF SELECMEN
Meeting Minutes
December 17, 2015**

Norman made a motion to open the public session, following a brief Public Hearing, at 7:05 pm. Bob seconded and all agreed.

CITIZEN'S FORUM

DEPARTMENT HEADS

Police Department- Chief Scott Sanders- not in attendance

The Selectmen received an email for Chief Sanders expressing concern for the ability for the officers to get out of the parking lot during an emergency due to construction vehicles and the vehicles of the volunteers. The Board discussed the issues that may arise during the construction duration. David Buxton reminded the Board that thing will become tight once the snow arrives. Peter noted that a tree had recently been removed to accommodate more parking space. After much discussion, the Board determined that the Police Department and the construction site vehicles will need to co-exist and every effort will be made to keep the driveways free and clear for emergency vehicles. They will keep the lines of communication open with Chief Sanders.

Building Inspector- Norman Giroux-

Norman did not have any new building permits but presented four comparable bids for 18 windows to be installed at the Town Hall Renovation site. The following quotes were discussed.

- CP Lumber- Integrity, wood windows- \$10, 610.21
- Benson Lumber- Jeld Wend vinyl clad windows- \$12,022.92
- Portland Glass- Harvey Industries vinyl, nor'easter window \$6045.92
- Millwork- Anderson 400 series windows \$9,995.00

Norman also presented a quote for a handicapped accessible door with sidelights and transom window, made of mill finished aluminum including installation, priced at \$6,267.00

The Board discussed the quotes. David Buxton informed the Board he has always had good results with Portland Glass.

Peter made a motion to accept the quote from Portland Glass for the windows and the handicapped accessible door. Bob seconded and all agreed.

Norman informed the Board that the frame will be delivered all at once. The Board discussed the issue of where to keep the framing pieces until; they are needed. They will continue to discuss the issue.

Norman asked permission to order the trusses, he informed the Board the lead time is about 3-4 weeks for delivery.

Norman noted Jim Janke is helping to fix up some of the rough stuff, he asked permission to use the Lowe's card for supplies. Norman DeBoisbriand asked Mr. Giroux to give a list of supplies and a Selectmen will make the purchase. Norman told the Board he has a friend, Tom, who is able to offer help with the renovation. He will investigate getting his own liability insurance under his son-in-law who is a general contractor. He would like to work if approved for \$22.00 per hour. He will keep the Board informed.

The Board and Norman discussed the low electrical lines behind the Town Hall. They will get in touch with Unitil to see about raising the lines.

Road Manager- David Buxton

David expressed concern for plowing damage. He is going to have Chris mark the walls for the plows to see them. David feels that vendors should be responsible for damage rather than the town. Bob noted that he is checking with a friend about getting markers. David told the Board he is waiting for diameter measurements from Charlie. As yet they do not have the measurements. David is planning to meet Charlie on Thursday to measure. David has also asked Charlie to mark the hydrants.

Emergency Management- Robert Gustafson

Robert asked the Board and David Buxton about the Kimball Road culvert progress. The board noted they will have to present a warrant article for the project. Bob noted that he would like to investigate grant money as the project can be presented as a hazard mitigation project to Concord as it will allow safe passage through Kimball Road. If the town qualifies, the town would be responsible for 25% of the cost and the grant would cover 75%. He noted that Kimball Road is also a Seabrook Evacuation Route. Norman asked him to investigate the grant and report his findings.

Fire Chief- Charles LeBlanc- not in attendance

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- no members in attendance

Kathleen Felch- Assessing Office

Kathleen told the Selectmen she received a call from Paul Flynn asking if the town would like to “piggyback” on the School Boards deliberative session on Wednesday, February 3, 2016. They all thought it was a good idea to do so again this year.

Kathleen told the Selectmen they need to motion to pass the encumbered funds during the meeting.

Norman made a motion to encumber up to and including \$750,000.00 noted in the warrant article, Bob seconded and all agreed.

Norman made a motion to encumber the money for the PD to purchase the Taser \$6346.39 and evidence/personnel lockers \$12,209.00. Peter seconded and all were in favor.

Bob made a motion to encumber \$800.00 to repair and conserve the grave stones at the cemetery. Peter seconded and the motion passed.

Peter made a motion to encumber the funds for the Fire Department to purchase the Air pacs \$14,625.00 and supporting accessories in the amount of \$6480.00. Bob seconded to pass the motion. Norman voted no, citing he felt Chief LeBlanc should have used his budget line item.

Norman made a motion to encumber the funds left in the 2015 Town Hall Warrant totaling \$1409.23. Bob seconded and all agreed.

Kathleen presented the mosquito permit for signatures.

OLD BUSINESS

At the start of the meeting Joan Webber informed the Selectmen that she has taken inventory of the historical books found at the Town Hall. She attended the meeting to ask permission to purchase 21 archive boxes to house the books. She noted there should be 62 books in all and 13 of them are missing. She is hopeful there will be a space in the Town Hall to keep the boxes. THE Board assure her there will be space for such historical books. She has not yet check all of the boxes presently house at the town hall for the missing ledgers.

She noted that Suzie Gilbert at the town Library has historical books that should be removed from the vault and kept with the other town historical books.

David Buxton asked about re-keying the locks providing access to the books considering 13 are missing. The Board noted that was already a consideration.

Norman made a motion to allow the purchase of the archival boxes totaling \$312.40. Peter seconded the motion and all agreed.

The Board thanked Joan, who will continue to seek the lost books and continue to work with the Selectman to ensure the safety of the town’s historical books.

Norman updated the attendees of the building progress.

- Elevator shaft is complete
- Studding in the basement is near complete, configuration is in place
- There will be a suspended ceiling in the hallway allowing access to electrical/utility
- The slab will be poured on Wednesday
- The first lumber deliveries have been made for studding
- Zip board will be delivered on Friday or Monday
- Electrical has started, in the process of identifying all good leads
- A number of wires will need to be removed
- The building will host a three phase system, Unitil will be contacted
- A new generator will need to be purchased as the current generator will not support a three phase system
- 110 outlets are expected, 60 lights
- In the process of calculating the building load
- Otis Elevator has been contracted (estimated cost \$65,000.00)
- The Benson Lumber quote was accepted by the Board for the framing in addition
- Elevator can be installed once the building is weather tight
- Palmer and Sicard will look at HVAC (should not need an engineered plan)

The Board is pleased with the building progress to date.

Kathleen presented veteran exemption for signatures for 285 No. Haverhill Road. Norman made a motion to approve the exemption, Bob seconded and all agreed.

The Board made a note that the town can no longer provide plowing services to the church parking lot because public funds cannot be used for private purposes.

Kathleen informed the Board the Library is over budget with their payroll. They would like to offer sick and personal days going forward.

The Board would like to send a soft letter to The Country Brook Restaurant noting the neon sign is not acceptable under the current ordinance.

Kathleen presented the bills for signatures, noting the following bills that arrived late.

- Benson Lumber \$892.94 for lumber
- Joel Clough & Son \$6,000.00 progress payment for excavating.
- Mark Lufkin \$8,000.00 for the slab

The Board signed off for all bills as presented.

Norman made a motion to leave public session and enter into non-public session RSA 91-A:3, II (a,e) One personnel matter was discussed and two legal matters were discussed. Bob seconded and all were in favor.

Norman made a motion to leave non-public session at 9:54pm. Peter seconded and all agreed.

Norman noted the Board will get in touch with Mr. Mike Spinosa to check his availability for work on the Town Hall.

Norman adjourned the meeting at 10:00pm. The next meeting will be on January 4, 2016 at 7:00pm in the KES Library.

Respectfully Submitted,
Michelle Aiken