

***TOWN OF KENSINGTON
BOARD OF SELECTMEN
PUBLIC MEETING
Monday, May 31, 2016
KES Library***

In attendance: Norman DeBoisbriand, Robert Wadleigh and Peter Merrill. Norman made a motion to open the public meeting at 6:34 pm. Bob seconded and all agreed.

CITIZEN'S FORUM

DEPARTMENT HEADS

Before Norman offered the floor to the Department Heads, he informed the attendees that three representatives from WB Mason had come to the meeting to show a power point display informing those in attendance about the furniture package they had put together with regards to the new town hall. The representatives had met previously with the Board and several town employees to discuss their thoughts and ideas about the furniture needs that will exist once the town hall renovation is complete.

Daniel Ford, Beth Doherty and Michael Wrenda proceeded to give a presentation, which included a little about the background of the WB Mason company and then several points regarding the product, layout and purchasing information. During their presentation the representatives made the following points to the Board of Selectmen:

- There is a 4-5 week lead- time from ordering to delivery and set-up.
- WB Mason was awarded the NH State Furniture Contract
- Pricing has been pre-negotiated with the State of NH.
- Furniture is made in America and has a lifetime warranty
- Furniture has been constructed with public use in mind for durability
- Each piece has its own serial number for troubleshooting/warranty purposes
- Desks and work surfaces are wood laminate surfaces over particle board
- Files are metal style
- WB Mason will hire a fully insured company to deliver, off load, assemble (if needed), and remove all packaging and trash
- The delivery company will have a separate charge
- All recourse is handled through WB Mason

The WB Mason representatives showed a power point display showcasing floor plans for the police department, the town offices and the emergency management area of the town hall. They also offered colors and fabrics that had been selected in prior meetings with town employees.

After a comprehensive presentation, the representatives offered the following pricing packages for the different areas of the town hall. The total cost for furniture and filing systems for the police department and town offices (including administration, tax assessor office, and town clerk office, meeting/break room, town assessor office and emergency management office) is \$30,800.00. In addition installation will cost \$3625.00 (private company hired by WB Mason).

In addition to the request for furniture, WB Mason was asked to put together a quote for storage areas which ,would house achieved records and documents which need to be held for certain amounts of time before being destroyed. The quote for the HON system storage area is \$10,545.00. They offered a second quote for a high density filing system that sits on a track system (crank storage that can be easily moved). The high-density system is designed by TENNSCO and totals \$13,506.00.

The Board thanked the WB Mason representatives for their presentation. Peter asked about the lifetime warranty. Ms. Doherty told Peter that she is able to send a copy of the written warranty for the Board to look at.

The WB Mason Reps once again noted they had fabric and wood samples for a closer look. They thanked the Board for their time and told Kathleen they would remain in touch for any questions that may arise.

Norman continued with the public meeting by allowing the department heads to report to the Board.

Police Department- Chief Scott Sanders reported-

Chief Sanders told the Board he had the EMPG grant agreement. He reminded the Board the grant was to support the replacement of the laptops in the cruisers. He told the Board the total project will be \$7156.00 and if approved the grant would cover half of the cost, which would be \$3578.00. He gave the grant agreement to the Board so they could read the agreement. Norman asked why they would be signing an agreement before approval had been given. Chief Sanders told him it was the nature of this style of grant. The grant agreement reads as follows:

“The Town Of Kensington Board of Selectmen, in a majority vote, accept the terms of the Emergency Management Performance Grant (EMPG) as presented in the amount of \$3578.00 for the purchase of Mobile Data Terminal (MDT). Furthermore, the Board acknowledges that the total cost of this project will be \$7156.00, in which the Town will be responsible for a 50% match (\$3578.00).”

Norman then made a motion to execute the Grant agreement as presented. Bob seconded and all agreed. Kathleen then witnessed the signatures on the grant agreement and then notarized the signatures.

Chief Sanders thanked the Board for their support.

Chief Sanders went on to tell the Board that he is hosting a Drug Awareness Presentation on June 7th at 6:30pmin the multi-purpose room at the Kensington Elementary School. Community members are welcome to attend. He did note that children should not attend. He will be informing attendees about current trends with regards to drugs.

Chief Sanders told the Board he has been asked to pare back on his highway safety grant by the department of safety. He told the Board he had requested \$18,000.00. He noted he did not get pushback with the \$8000.00 request for DUI patrol. He was asked to scale back on the traffic enforcement portion. He feels he will get enough to offset over time costs. He will resubmit his request by Friday to the Department of Safety.

Fire Department- Chief Charles LeBlanc- was not in attendance

Road Manager- David Buxton reported-

David told the Board the speed tables on Trundlebed Lane near the park have been painted. He also said the no parking signs have been put back up.

David told the Board he is getting ready to fine-tune the Kimball Road culvert replacement project. He estimates the cost being around \$100,000.

Mr. Buxton asked the Board for permission to approach the person that does the roadside mowing to ask him if he will hold his price from last year and if so, he would like to ask him to continue to do the roadside mowing. David noted he has not had any complaints regarding the roadside mowing and he is very happy with the job that's been done in the past. The Board gave David permission to seek the person regarding the mowing. David said he will send the proposal to Kathleen. He would like to see roadside mowing start in late August or early September.

David said he needs to start seeking bids for culvert work on Moulton Ridge Road.

Bob Gustafson asked David to look again at the culvert near his property at West School Road. He told David water is still not draining properly. David said he would take a look.

Mr. Buxton told the Board he had a request from a resident to fill the swale at he front of their property to make mowing easier. Mr. Buxton told the Board he will not get into that practice and the Board agreed.

Norman asked David about the repair of the stone wall across from the town hall. Two quotes were presented to the Board. The first was from Hayden Hillgrove for \$2650.00, the second was from Mark Lufkin for \$2400.00. David Buxton noted that Mike DelSesto

built the original wall and having a new contractor to make repairs may show the difference as each mason has a specific “style”. The Board looked over the quotes and decided to make a call to the different masons before making a decision in awarding the bid for the stone wall repair.

Emergency Management- Robert Gustafson reported-

Mr. Gustafson told the Board he is working on grant documentation. He is working with Bill Quimby with regards to antenna options for the emergency management radios. He told the Board there may be a way to mount a new antenna on the same pole that currently exists. He and Mr. Quimby are considering the best option for the state radio, which needs an external antenna and the HAMM radio (internal antenna). He will inform the Board as decisions are made.

He told the Board he has two conferences coming up. The first on June 7 for the DHHS for the understanding of operations during a mass casualty scenario. The second will be held on June 9th, the Emergency Management conference in Manchester, NH.

Town Clerk- Dawn Frost- not in attendance

Kathleen presented the warrant for unlicensed dogs to the Board for signatures. There will be a fine imposed as of June 1, 2016 for unlicensed dogs. Juli Noyes will hand deliver fines. The Board asked what happens to those that don't pay. Kathleen told the Board those people will be required to go to court. The Board noted the large number of people with unlicensed dogs. Kathleen told the Board that Dawn has already made reminder phone calls.

Assessing Office- Kathleen Felch- will report later in the meeting.

Tax Assessor- Carlene Wiggin had nothing to report this evening.

Recreation Department- no members in attendance.

Conservation Committee- no members in attendance.

Sawyer Kensington Trust- no members in attendance.

NEW BUSINESS

Septic designer Peter Landry was asked to approach the Board to present a septic waiver for the property at 227 No. Haverhill Road.

Michelle told Norman he should motion to open a Board of Health session. Norman questioned why the Board of Selectmen would be making decision as a Board of Health. Kathleen did some investigating for Norman. She was able to provide language per RSA 128:3 that states that the Health Officer, Bob Wadleigh and the Select Board make up the Board of Health for the town and can make decisions as such. Norman thanked Kathleen.

Norman made a motion to open a Board of Health session to hear Mr. Landry. Bob seconded and all agreed. The meeting continued as a Board of Health session at 7:42pm.

Mr. Landry presented plans for a new septic system for Sheila Barker at 227 No.Haverhill Road. (map17, lot 6).

Mr. Landry explained the site does not meet the 18 inch seasonal high water table. The bottom disposal area is two feet above the seasonal high water table. Mr. Landry noted the town requires 4 feet. Finally, the disposal area is 25 feet from the lot line and the town requires 35 feet. Mr. Landry informed the Board that the replacement septic meets state standards but not those of the town. Peter asked if the septic was an expansion. Mr. Landry stated it was a replacement not an expansion.

The Board looked over the waivers and plans. Once satisfied, Bob made a motion to grant the septic waivers. Norman seconded and all agreed.

The Board thanked Mr. Landry for coming in.

Peter made a motion to close the BOH session at 7:49pm. Norman seconded and all agreed. The public meeting resumed.

Kathleen presented three liquor permits for the following locations:

- Wild Willow Farm Restaurant & Tavern
- The Pinnacle Center for catering on-site
- Eastman's Corner for catering off-site.

A discussion followed.

A discussion ensued regarding the old town hall generator. Bob Gustafson questioned if it is worth looking into using the old generator to power the multi-purpose room at the Kensington Elementary School as there had once been thoughts of using that space as a shelter for the community. He suggested having the electrician that is working at the town hall take a look to see if that suggestion is feasible. The Board said they will continue the discussion at the next meeting.

Kathleen presented two Grange permits. The Kensington Public Library would like to use the Grange on July 26, 2016 for a function from 5-8pm. They would also like to use the Grange on August 9th for a function. They would like to have any fees waived. Peter made a motion to approve the permit and waive the fees. Bob seconded and all agreed.

Kathleen presented two park permits. EJBL would like to use the park for a one day baseball tournament on June 21 with a rain date of June 22. The second is for use of the pavilion for a birthday party on June 26 from 2-4pm. Peter made a motion to approve both permits. Bob seconded and all agreed.

At this point of the meeting, Lars Larsen was invited to approach the Board. Peter Merrill explained that Lars had been asked to take a look at the IT needs for the new town hall. Mr. Larsen was working with a template similar to that provided by ByteFixx. Mr. Larsen has had 10plus years as an IT consultant. He also has 25 years in the medical field specializing in veterinary needs with regards to IT. The Board and Mr. Larsen discussed the needs at the town hall with specific attention to the need for a town server, security and back-up capacity. Mr. Larsen was also informed of the special needs with regards to the Emergency Management Office. Mr. Larsen expressed interest in looking into the IT needs of the town and will report back to the Board with specifics. The Board thanked Mr. Larsen for his time.

Kathleen told the Board that there is a broken “toy” at the park. There is a spring that could cause injury, she was asked to see if Bill Burke could remove it until a new spring could be ordered.

Kathleen told the Board the soda machine door is broken again. They will look into getting it fixed.

Kathleen reported the door to the concession stand was broken again but Art Wiggin was able to fix it.

Kathleen offered the rates of pay forms for the concession stand workers. She noted one worker would like a raise. She told the Board traditionally the workers are paid \$8.00 per hour. The Board argued the concession stand is not yet profitable and they did not feel comfortable giving raises at this time. They decided they would continue the discussion later in the evening.

Kathleen reported the VTS contract is back from our legal counsel with revisions. The Board asked her to send the lawyers revisions to Bill Letski of VTS. She agreed.

Kathleen offered the MD&A Review to the Board (Management Discussion & Analysis)

Kathleen told the Board that her office will be closed on Monday, June 6 and Tuesday, June 7. She will be attending a training session at Primex for training on the new property liability insurance provider.

The Board told Kathleen it was okay for her to contact the KES grade 5 students allowing them to post their educational signs about keeping the pond on Trundlebed Lane clean.

Kathleen presented 3 abatements for signatures:

- Unitil Abatement, Avitar recommends to deny abatement.

Norman made a motion to deny the Unitil abatement. Peter seconded and all agreed.

- Eversource Abatement, Avitar recommends to deny abatement.

Norman made a motion to deny the Eversource abatement. Bob seconded and all agreed.

- Residential Abatement for Artigliere at 48 Stumpfield Road. Norman made a motion to approve abatement as presented. Bob seconded and all agreed.

Resident Linda Blood asked the Board about bulky waste. She said she recalled when residents could put out trash that otherwise would not be picked up. The Board agreed there was a time residents could put waste out for pick up at certain times of the year. Peter's assumption is that it became cost prohibitive.

Kathleen presented bills for signatures; she has two additional bills from Kamco and Celtic Electric for signatures.

Norman made a motion to enter into non-public session per RSA 91-A;3, II (b,c) at 9:17 pm. Bob seconded and all agreed. One hiring issue was discussed and one matter of reputation was discussed.

Norman made a motion to leave non-public session at 9:37pm. Bob seconded and the motion passed. Peter made a motion to permanently seal the minutes, Norman seconded and all agreed.

Norman adjourned the meeting at 9:39 pm.

The next meeting will be held on June 20, 2016 in the KES Library.

Respectfully submitted,
Michelle Aiken

