

**TOWN OF KENSINGTON
BOARD OF SELECTMEN
PUBLIC MEETING
Monday, April 4, 2016
Kensington School Library, 7:00 pm
Draft**

In attendance: Norman DeBoisbriand, Robert Wadleigh and Peter Merrill. Norman made a motion to open the public meeting at 7:05 pm. Peter seconded and all agreed.

Citizen's Forum

Department Heads

Police Department: Chief Scott Sanders- had nothing to report this evening

Fire Department: Chief Charles LeBlanc- was not in attendance

Emergency Management: Robert Gustafson-reported:
He is prepared for the graded drill for Seabrook on Tuesday, April 5, 2016.

Road Manager: David Buxton- reported:
He has had crew out patching potholes. He is seeking bids to repair low shoulders on Stumpfield Road. He is waiting to hear from Matrix, Sandbox and Chris Batchelder.

Assessing Office: Kathleen Felch -
Will report later in the meeting.

Tax Collector: Carlene Wiggin- had nothing to report this evening.

Town Clerk: Dawn Frost- had nothing to report this evening.

Recreation Department: had members in attendance, but nothing to report this evening.

Conservation Committee: had no members in attendance this evening.

Sawyer Kensington Trust: had members in attendance, but had nothing to report this evening.

NEW BUSINESS

Norman DeBoisbriand met with a representative from the state regarding crosswalks at the Farm Stand and the Town Hall. The state will be getting back to Norman. Norman reported the state does not see a problem with a cross walk at the Farm Stand. He reported the Farm will pay the expenses and the town will enter into an agreement with the Farm Stand with regards to a cross walk from the Farm Stand to the Food Barn. He reported there still remains an issue with a cross walk from the parking lot to the Town Hall. He will remain in touch with the state. David Buxton asked if it would make financial sense to have the state re-line, the speed tables at the same time they line a cross walk, instead of doing the work one issue at a time. All agreed to have the most work done at the same time instead of having several different jobs done separately.

Kathleen presented the Board with the Property Liability Insurance quotes. Primex came in with the lowest quote after analysis and several department heads agreed they like the superior training offered by Primex Insurance Company. **Peter made a motion to approve and sign the contract with Primex. Norman seconded and all agreed.**

Bob Wadleigh reported that DES noted the fertilization at Rosencrantz upon a letter of complaint. They have determined that the fertilization is legal and of an agricultural nature. He reported that they determined there is no evidence of human waste in spite of the presence of a septic truck.

Kathleen presented a permit for adaptive therapy by Tim Hayes (clinician) at the Grange Hall. He had asked to have the fee waived as his workshop is a non-profit. The Board looked over his permit and pamphlet entitled "Riding Home- the Power of Horses to Heal". **Bob made a motion to approve the permit and waive the fee. Peter seconded and all agreed.**

Kathleen presented two intent to cut permits and on intent to excavate. The Board looked at the two permits intending to cut, one to rejuvenate pastures and one to cut back edges. The intent to excavate was a continuation from the last meeting to ensure the correct acreage presented in the original permit.

Peter made a motion to approve the two intents to cut and the intent to excavate as presented. Bob seconded and all agreed.

David Buxton noted with the approval of the intent to excavate that the business owner, Ricci Brothers, should be responsible for the signage noting the truck route from the excavation site. Peter told him he agreed and the Board will send a letter stating such, as well as a letter as to the direction of the traffic exiting the pit area.

The DOT sent a letter to the town noting a re-route of traffic as they repair culverts on No. Haverhill Road. No period was noted, Peter questioned the location.

The Board reported they intend to prepare a letter to extend the lease at 243 Amesbury Road where the town office are currently held. They would like to extend the lease through July as they intend to move to the new building but would like to ensure the move is complete before they end the current lease. Peter informed the attendees, he had a brief conversation with the lease holder and said he was open to a month to month lease. He noted it is important to keep the communication open. Peter noted the conversation was one of an informal nature.

The Board reported they received a quote from Royal Green to take the questionable trees on Mike Schwotzer's property. The estimate was to take all three trees that are rotten, as well as cut up the tree already down at the town park. **Norman made a motion to accept the proposal from Royal Green for \$1600.00. Bob seconded and all agreed.**

Kathleen presented two open-air assembly permits from the Farm Stand. The first, for May 22, from 10am -4pm for an art and music festival. The second, for June 4, from 2-7pm for a town block party. Peter mad a motion to accept both open-air permits as presented. Bob seconded the motion and all agreed.

The Board has determined they would like to have legal counsel look at the new recycling contract before they sign.

The Board set a separate agenda for the Trust which had been invited to discuss several issues. The following issues were discussed:

- The concession stand: Norman told the Trust members that the stand ran at a loss last year. He proposed sitting with Terrie Steeves to discuss inventory and setting prices. He would like to discuss the hours of operation as well. He noted he would like to see the stand succeed. He said he would like to run the pricing details with the Trust.
- Norman asked the Trust about the revenue of the sale of the advertising banners that hang on the fences of the ball fields. Bruce Cilley told the board that for the years 2008, 2009, 2010 and 2011 the Trust covered all cost for the park. He also noted that the Trust took in \$18,000 in banner revenue during the years 2012-2014 but spent \$24,465.00 toward park expenses. He informed the Board that the Trust has also exchanged services for advertising, noting the water service company and septic company. Norman told Bruce the town and Trust should enter into a more formal agreement regarding the revenue generated.
- With regards to scheduling, Dave Macek told the Board that Lynne used to do the scheduling of the ball fields and posted it on the website. Dave offered that Exeter Junior Baseball always uses field B, he told the attendees that this practice started many years ago when Kensington kids could play on the EJBL teams. Norman asked how the Board and the Trust could establish a policy for scheduling the park and a policy to establish priority usage. Norman then noted the wedding that had been scheduled and then an EJBL tournament had been scheduled for the same weekend. Dave and Bruce both told the Board that they worked at length with EJBL and they should have had their application into the town much sooner. Peter noted that the town has made accommodations with the wedding couple so that the baseball tournament can continue (EJBL permit not yet approved). Norman again asked how they can avoid double booking if the Trust and the Town are both scheduling events at the park, Dave Macek corrected Norman telling him that Kensington Sawyer Trust does not set the schedule at the park, however, many of the Trust members are also heads of the athletics leagues. It is the league heads that get together to set the schedule for the park fields to prevent double booking. Norman again asked that the Board and the Trust/Athletic

- teams need to get together for a work session to set policy with regards to scheduling the park. He also noted they need to decide which types of events they would like to encourage or discourage.
- Bruce told the Board the Farm Stand has requested to have the blue DOT signs noting Sawyer Park. He told the Board the Farm Stand would pay the annual fee and the license fee.
 - Bruce was asked about updating signs at the park. He told the Board the Trust would like to update the signs at the park. This would include updating the park rules sign and adding a welcome to Sawyer Park sign. He told the Board the signs would replicate to “look” of the park and would include the town’s logo. They would be green, etched signs set on reclaimed posts. Chief Sanders said it would be nice to update the rules signs and fix any deficiencies.
 - Dave Macek told the Board, EJBL used to pay a \$50.00 fee to “hold” the spot for the tournament. He then noted they paid a fee in the range of \$1,000- \$1,200. He said the revenue generated in the past had been in the \$5,000 range for concessions, and the lights had been a separate charge. Norman again noted, a policy needs to be set with regards to the fee schedule for the purpose of consistency. All agreed.
 - Dave Macek is working with Utilit to help manage the high cost of lighting the park. He told the Board the demand charge is set by the utility based on two back to back 15 minute spikes in usage. He offered that in the past, all the light s came on at the same time, creating a spike in usage that set a high demand charge. He said staggering the times when the lights come on should help lower the lighting bill for the park. He will continue to work with the utility.
 - Norman told the attendees that he and Bruce have completed a walk through at the park and have generated a list of repairs and priority with regards to building maintenance.
 - The Board noted concern for the over-flow parking lot. Norman said since the lot is not owned by the town, insurance would not cover an incident that could occur in the over-flow lot. Bruce offered to remove the sign immediately. He Board agreed this was a good idea until questions regarding liability can be answered.
 - Norman noted that the agreement between the Trust and the town will dissolve in July of 2017. He said the Board would like to start a discussion with the Trust about what the relationship will be going forward.
 - Bruce told the Board that the water at the park has been turned on. Dave said they held a “clean-up” day on Saturday April 2, 2016 so the fields are clean and ready for play.
 - The water test for the concession stand will take place on April 15, 2016. The bathrooms will be unlocked. This will be noticed on the town website.

Building updates

- Ready for insulation on Monday
- Wiring, security, fire all roughed in
- Of 3000 sq. feet of flooring needed about 500 square feet is complete
- Storage area for town is complete
- Shower area and second bathroom are tiled
- Sheet rocking:

Three bids were sought, NE Drywall, Jesse Fowler and Hagen Plastering were the three companies. NE Drywall did a walk through without taking measurements. Jesse Fowler and Hagen Plastering each submitted bids for hanging, taping, mudding, sanding and priming and painting the ceiling. Hagen Plastering came in with a bid of \$29, 150. Jesse Fowler submitted a bid totaling \$ 18, 150.

After looking over both proposals, ***Bob made a motion to accept to bid submitted by Jesse Fowler to sheet rock the town hall. Peter seconded and all were in favor.***

- The backside of the town hall does not need to be painted, the existing Town Hall needs to be painted and several boards need to be replaced. Arthur Wiggin submitted a proposal to paint the Town Hall. ***Peter made a motion to accept Mr. Wiggin’s proposal to paint the Town Hall. Bob seconded and all greed. The proposal was for \$6,000.***
- A 40 foot storage trailer will sit behind the Town hall to accept the elevator delivery this week.

The Board is pleased with the progress at the Town Hall.

Kathleen presented 4 park permits.

- Exeter Youth Lacrosse for Sundays through June for the multi-purpose field.
- The Cooperative Middle School for an Earth Day event on April 22, 2016
- The Faria family for the pavilion and one ball filed for May 28, 2016
- KYAA for U10 softball

Bob made a motion to approve the Faria Family permit as presented for the pavilion and ball field from 11am-2pm on May 28 (May 29- rain date). Norman seconded, and all agreed.

Peter made a motion to approve the CMS permit for April 22, 2016 from 12:15-1:40pm. Bob seconded and all agreed.

Bob motioned to approve the KYAA softball season permit. Peter seconded and all agreed.

The permit for EYLA is on hold pending final schedule confirmation.

The Board noted the EJBL tournament is also pending final payment schedule and fees.

Norman motioned to enter into non-public session per RSA 91-A:3 II(c,e) at 8:49pm. Bob seconded the motion and all agreed. Three legal matters were discussed and a matter of reputation was discussed.

Bob motioned to leave non-public session at 9:27pm. Peter seconded and all agreed. Bob made a motion to permanently seal the non-public minutes, Peter seconded and all agreed.

The Public meeting resumed at 9:27pm

Kathleen presented the start-up procedure for the water certification for the concession stand. The Board asked her to forward the information to Alan at Allied Water .

There will be a public hearing for a barn easement on May 16, 2016.

The Board discussed the use of the bouncy house for summer camp. The Board is concerned about the new inspection guidelines. They want to ensure insurance is in place for coverage.

The Board signed the annual food license, they approved the \$225.00 fee associated with the food license.

The Board signed the annual Library appropriations.

The Board signed form MS-535

Norman made a motion to enter into non-public session per RSA 91-A:3 II (c,e)at 9:55pm. Bob seconded and all agreed. Two matters of reputation were discussed and one legal matter was discussed.

Norman made a motion to leave non-public session and permanently seal the minutes at 10:07pm. Peter seconded and all agreed.

The Board signed the monthly transmittal sheet per request of Mike Schwotzer, treasurer.

Kathleen presented bills for signatures.

The Board signed the irrigation contract for the park totaling \$650.00.

Bob made a motion to adjourn at 10:27 pm. Peter seconded and were in favor.

The next meeting of the BOS will be held on April 18, 2016 at 7:00pm in the Kensington School Library.

Respectfully submitted,
Michelle Aiken