

**TOWN OF KENSINGTON
BOARD OF SELECTMEN
Public Meeting
Monday, April 18, 2016
6:30pm KES Library**

6:30pm

Norman opened the public meeting at 6:30pm, seconded by Bob, all in favor.

Norman made a motion to enter into non-public session per **RSA 91-A:3, II (c)** at 6:30pm, seconded by Bob, all in favor. Two reputation issues of someone other than a member of this board were discussed.

Norman made a motion to close non public session and seal minutes permanently, seconded by Peter, all in favor.

In attendance: Norman DeBoisbriand, Robert Wadleigh and Peter Merrill. Norman made a motion to open the public meeting at 7:08pm. Bob seconded and all agreed.

CITIZEN'S FORUM

Kensington Resident, Lauren Curtis , told the Selectmen that she has notice they usually move to permanently seal the non-public meeting minutes. She asked if they would consider sealing the minutes for a specific length of time rather than permanently. She suggested 50 years citing they may hold historical significance some day. The Board thanked her for her input.

DEPARTMENT HEADS

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

Road Manager- David Buxton told the Board he has solicited three bids for the repair of the washed out and soft shoulders. The three bids are from Sandbox, Matrix and B&S Disposal. David presented a sealed bid from Matrix. He informed the Board that Kathleen has an email from Matrix that she should forward to the Board. He is waiting for the final bid. Bob asked David about using crushed asphalt. David said he prefers gravel as crushed asphalt has a lot of round material and not a lot of powder so it does not bind as well. The Board will review the bids and report to David.

David informed the Board he is currently addressing dead trees and potholes in town. He will be considering roadside mowing soon.

David noted the awarding of the contract to remove the Exeter damn. The removal will occur in July and it will lower the water levels creating less water impact with regard to the Kimball Road culvert replacement project. Bob Gustafson said he will once again look into grants to assist with the Kimball Road project.

David asked the Board about a driveway permit in Kensington Place. He asked the board if it needed to go before the Planning Board, as there are contours according to the plan that do not exist. Peter told David he should bring the permit before the Planning Board. David said he would. Peter told David he has some interesting information regarding the tides and the rising sea level and the intensity of storms becoming greater, that he will email to him. David thanked the Board.

Fire Department- Chief Charles LeBlanc updated the Board about two pending Fire Applications. He told the Board he has not heard from one applicant and the second is changing his license status from Massachusetts to New Hampshire. Chief LeBlanc invited Jeff Tassi, a COMSTAR representative to address the Board regarding ambulance billing. Mr. Tassi informed the Board that he did an overview of last year's billing. He noted 54 ambulance transports, which was significantly lower than prior years. He told the Board \$19,934.52 was collected for transports during the last year. He told the Board that was 78.14 % of the allowed amount. He said that was in line with other towns of similar size. He said the current billing policy allows for two letters to be sent to residents, and three letters and a collection notice to non-residents. When asked Mr. Tassi informed the attendees the most common reasons for non- payments are a bad address, undeliverable mail or false information. Mr. Tassi noted there is a greater burden place on patients as co-pays increase. He told the Board it is a challenge for many communities to figure out how to get paid. Chief LeBlanc asked the Board if they wanted to consider changing the current billing policy. Peter asked if changing the billing from 2 soft letters to 3 letters and a collection notice yields greater success in collecting. Mr. Tassi said the success rate remains in the single digits. Norman said the Board needs to consider adopting a more aggressive billing policy. Mr. Tassi noted there would be no

increase in fees to COMSTAR for the town if they adopt a new billing schedule. The Board thanked Mr. Tassi and Chief LeBlanc. The Board will consider the options.

Emergency Management- Robert Gustafson reported the April 5th graded drill for Seabrook went well. He said he was pleased with the attendance. He informed the Board the NRC was happy with the results of the drill. The next graded drill will occur in two years.

Bob informed the Board he has begun paperwork for the hazard mitigation grant for Kimball Road. He will keep the Board informed. He does not think it will take long to process the request once it is sent to the State.

Tax Collector- Carlene Wiggin had nothing to report.

Town Clerk- Dawn Frost was not in attendance.

Recreation Department had no members in attendance.

Conservation Committee had no members in attendance.

Sawyer Kensington Trust had no members in attendance. Norman noted that Bruce Cilley had emailed an update regarding the park.

Chief LeBlanc asked to speak once again to the Board. He told the Selectmen that he would like to update the laptops in use. He would like to change to a tablet. Chief Sanders said they could likely roll new tablets for the PD and the FD into one grant for public safety. He noted the tablets could integrate into the server. Chief LeBlanc noted confidentiality needs to be protected and he needs to be inter-operable with Rockingham Dispatch and the State. The Board told Chief LeBlanc that everything will be backed up to the town server once the Town Hall is completed.

NEW BUISNESS

Town Assessor- Kathleen Felch had several items for the Board.

- Kathleen presented a Charitable Organization Application from Bruce Cilley. She told the Board she needed guidance, as she had not had one before. She told the Board the exemption, if approved, would have a large impact on tax revenue for the town. Norman suggested she needs to find out if the organization is a 501(c)3 corporation. She said she will find out what certification the organization has in place. She will inform the Board and then proceed. The application needs to be approved by May 15 to have the warrant to Carlene for July taxes.
- Kathleen presented two intent to excavate from Felch (map9, lot2) and Welsh (map11, lot30)
- Kathleen presented two intent to cut permits. The first from Desroisiers on South Road (map4, lot16). The second for Marion Kimball a renewal of cleaning brush, which is part of a easement and they have to work with the forester.

Bob motioned to approve the (2) intent to excavate and the (2) intent to cut permits as presented. Norman seconded and all agreed.

- Kathleen presented an amended park permit from EJBL for their tournament to be held on 1 field. The fee will be \$1500.00 with lights.

Bob motioned to accept the EJBL permit. Norman seconded and all agreed.

Norman told the Board he was made aware that EYLA may have held a tournament without permission. Kathleen will check the schedule. He was concerned because the bathrooms were opened. He reiterated the point that the water start up had not taken place before the bathrooms were found open. Norman locked the bathrooms. Norman told the other members that water start-up process had begun. There is chlorine in the well, which will be flushed on Tuesday. The water will be tested after that to ensure safety and then the bathrooms can be officially opened. He also noted the bathrooms were littered with paper and it would take a lot to get them cleaned. The Board discussed their concerns regarding someone opening the bathrooms without permission. Norman made a motion to re-key the bathrooms, the utility area and the snack shack. Bob seconded and all agreed. The Chief of Police asked for keys for the cruisers. The Board agreed. A key will also be supplied for the knox box.

Kathleen presented letters to residents for the Boards approval and signatures. One was for an extension of the lease for the town offices. The second was for a situation of a public nuisance. Peter made a motion to proceed with the letters as presented, Bob seconded and all agreed.

Kathleen presented three Grange permits.

- A Woman's Retreat on June 4, 2016
- Friends of the Kensington Library for Saturday, May 14 for their annual book/plant sale.
- A wedding on July 2 (previously approved for Sawyer Park)

Norman made a motion to approve all of the Grange permits. Bob seconded and all agreed.

Kathleen presented two exemptions for residence in an industrial commercial zone. They were for Reidy at 242 Amesbury Road and Hale at 260 South Road. ***Norman motioned to approve both exemptions. Bob seconded and all agreed.***

OLD BUSINESS

Norman updated the attendees regarding the Town Hall progress.

- Rotten boards have been removed.
- Norman Giroux will replace boards and will be ready for paint.
- Notice Board removed, no plans to replace it in its current place.
- Insulation will start on Tuesday, April 19. It will take approximately 4 days to complete insulation
- Sheet rockers begin on Monday, April 25. Should take 2- 2 ½ weeks to complete
- Sheet rockers will prime walls and paint the ceilings
- 1st of May to loam the septic area
- Looking for a contractor for hydro-seeding
- Looking for estimate for putting in handicap ramp.
- Need to walk around to discuss gutter placement (specifically drain pipes and down spouts)
- July for opening date
- Air test before anyone moves in
- Elevator has been delivered
- Will discuss options of attic with insulator
- Bob Gustafson needs wires pulled before insulation (emergency radio needs to tie into antenna)

Norman said the final decision on flooring as not been made. He said they will likely be getting tile from Eno's as Lowe's does not have enough tile because it has been discontinued.

Lauren Curtis informed the Board her husband Greg Curtis has been working at Lowe's for many years. He is currently working in commercial sales and may be able to offer discounts to the town . Mrs. Curtis left her husband's business card with the Board and said he would like to help any way that he is able. The Board thanked Mrs. Curtis.

The Selectmen signed the original Primex contract.

Kathleen gave the Municipal Pest Mosquito Control permit from the state to the Board.

Norman asked, with regards to the budget, if money in the snowplow line could be moved to road maintenance. Kathleen said it could be moved.

Kathleen told the Board she found a Lowe's receipt but is unsure which Board member it is from.

Norman presented the Board with a proposal for a generator for the town hall. He discussed several options and differences between generators. After investigating he told the Board members that a 45, EPA compliant, propane generator would be sufficient for the needs of the town hall. The cost of the generator is \$16,000. A custom concrete pad will cost \$1500 and cold weather start-up will cost \$830. He told the Board they will not need a transfer switch because they have one. The total cost without the switch will be \$18,622.00

Norman made a motion to accept the proposal to purchase the generator as outlined. Bob seconded and al agreed. The generator will be purchased at Lowe's and installed by a contractor.

Bob Gustafson said he will get the paperwork started for the FEMA grant for the generator.

Norman presented a proposal for the doors for the town hall. The proposal is from Kamco, they are a commercial supplier of building materials. The proposal is for 33 fire rated doors, hardware and installation of glass. The total cost is \$32,960. The turnaround time for the doors is approximately 3 weeks.

Bob made a motion to accept the proposal from Kamco for doors. Peter seconded and all agreed.

Norman presented a proposal for interior painting. Matt Smith gave the name of J. Eric Anderson Painting to Norman. He went to see his work and said he does a very professional job. The proposal totaled \$14,000 to paint the first and second floors and the hallways.

Bob made a motion to accept the paint proposal. Norman seconded and all agreed.

Norman made a motion to enter into non-public session per RSA 91-A:3, II (c,e) at 9:01 pm. Peter seconded and all agreed. Two matters of reputation were discussed and one legal matter was discussed.

Norman motioned to leave non-public session and return to the public meeting at 9:15pm. Bob seconded and all agreed. Norman motioned to permanently seal the minutes. Bob seconded and all agreed.

The public meeting resumed.

Kathleen presented bills for signatures.

The Board looked at a proposal from Byte Fixx for IT at the town hall. The Board agreed they would like a proposal with more detail. Peter suggested they present specifics to Steve at Byte-Fixx. Norman suggested they get more specifics, with regards to IT, from Tim at the Police Department.

Norman told the Board they need to start discussing the following:

- Re-paving the parking lot at the town hall.
- Purchasing of office equipment
- Break down of maintenance versus construction costs

Kathleen offered two additional bills from Allied Clearwater and Francis Messa for signatures.

Norman made a motion to close the public meeting at 9:33pm. Bob seconded and all agreed.

The next meeting will be May 2, 2016 at 7:00pm at the KES library.

Respectfully submitted,
Michelle Aiken