

**TOWN OF KENSINGTON
BOARD OF SELECTMEN
MEETING MINUTES
September 8, 2014**

Approved October 13, 2014

In attendance: Norman DeBoisbriand, Russell Perry and Robert Wadleigh were in attendance. Norman called the meeting to order at 7:30pm.

CITIZEN'S FORUM-

Peter Merrill reported the Household Hazardous Waste Day location on the town website does not coincide with the location that was printed in the Community News. Lynne advised the Town did not submit the information to the Community News but the information on the website is correct, the location is Brentwood, NH.

Charlie LeBlanc reported his cat wandered onto the property at 16 Cottage Road which is an abandoned house. Lynne advised she received notification last week that NH Department of Environmental Services has been involved and is working on enforcing cleanup of an oil spill on the property. Russell stated the Board as Health Officers visited the property last year to make sure it was secured.

DEPARTMENT HEADS:

Police Department-Chief Sanders was not in attendance, however he submitted the following:

- An application for a safety grant for signatures. Russell made a motion to accept the grant application for the highway safety project seconded by Bob with all in favor.
- He would like to purchase five new handguns for \$645/pc and trade in their seven old ones for \$375/pc. He has funds in his budget to replace the guns which are 7-10 years old.
- An officer will be stationed at the school tomorrow during drop off and pick up for the election.

Fire Department- Chief Leblanc did not have anything to report. He let Norman know that Jim Farley is traveling again but will meet with Norman soon regarding the fire truck documentation. A heated discussion ensued. Norman stated he's been waiting for six months for an answer. He stated there wasn't a purchase and sale agreement with the Town and Lakes and Jim Farley told him there was an additional cost of \$1k because a headhunter was used. The P&S provided was between Lakes and Kilpatrick who is located at a different address than is on the form. Even the year of the truck is incorrect. Charlie responded that he directed Norman to speak with Jim to resolve the issue. Norman stated he will give Charlie one more month to provide the information or he will ask the Board to have an individual auditor come in. Norman then stated that the air packs we received in exchange for the truck were valued at \$6,230 each and the ones he recently purchased were only \$5,700 each. Charlie advised the previous board voted to approve the transaction and Norman said that's incorrect and the paperwork is insufficient. Charlie

responded that it's not his area of expertise which is why he gave Norman the contact information for Lakes. Norman said that's not his responsibility and he doesn't want the auditors to tell him the paperwork is inadequate. Bob said he's just looking for paperwork that shows Lakes bought the truck for the air packs. Charlie will look at it again.

Building Inspector-Mark Sikorski presented four permits for approval:

- Rosencrantz/Haskell, 9 Highland Road, new home. He reported they have gone through the process but don't have final approval just approval for construction of the driveway from the road manager. Kathleen confirmed the planning board approved it. An occupancy permit cannot be issued until everything is signed off. Russell made a motion to approve the permit as presented, seconded by Bob with all in favor.
- Schwotzer, 49 Cottage Road, remove and replace existing deck and stairs. Russell made a motion to approve the permit as presented, seconded by Norman with all in favor.
- Johnson, 53 Amesbury Road, renovate current garage into a bedroom and construct a new detached garage. Mark reported the plans indicated there was a studio apartment but it was mislabeled and will only have a bedroom. There will not be a bathroom or cooking facilities. Lynne and Mark confirmed they have new septic plans which allows for the bedroom. Bob made a motion to approve the permit as presented, seconded by Russell with all in favor.
- Sailer, 3 Trimble Trail, transform deck into screened porch. Russell made a motion to approve the permit as presented, seconded by Norman with all in favor.
- Mark reported the sign at the Berry residence needs to be relocated because it's six feet too close to the road.

Road Manager-Dave Buxton reported:

- He solicited three contractors for quotes for the expansion of the temporary police department. He received two sealed bids. He never heard back from the third contractor. These are for the necessary site work that needs to be done before the trailer(s) are installed. Norman said if we don't move on this we will be subject to fines by the Department of Labor. Dave suggested meeting with the contractors individually.
 - Bell & Flynn-\$43,500.00
 - BWP & Sons-\$27,860.00
- He expected the roadside mowing vendor to submit the estimate to Lynne but it hasn't arrived yet. They can't start until the end of September or early October.
- He will have a bid from Chris Batchelder for the winter sand delivery at the next meeting.
- Dave asked the Board to contact SAU16 regarding the catch basin which needs to be cleaned out before winter to allow drainage when they plow.

Emergency Management- Robert Gustafson reported:

- In order for the approval of the grant for the LEOP, the State is requesting we amend the minutes from the last meeting. They provided a sample they will accept. Russell and Norman agreed to amend them.
- The first drill for Seabrook was on August 20th. The only attendees were himself, Dan Barrett, Chief Sanders and the monitor. A second test will be held on October 8th. Lack of staffing is an ongoing situation. When FEMA visits on November 5th for a graded drill they will expect to see people in place for the required tasks. He acknowledges it's

difficult since people work during the day. He's requesting permission to ask the girls who work in the town office to get involved since the basic functions are administrative. They wouldn't be in the field dealing with emergencies. This may require them to close their office when drills are being conducted. His other option is to request the state to provide people which may delay our response and they prefer local people to handle local situations. By law, the Town is required to perform and provide during emergencies and nuclear events.

- Jason Greene who was the Deputy Emergency Management Director has resigned because he is too busy with his job. His position is now vacant.
- They are looking at alternatives for the repeater transmitter project because Rosencrantz and AT&T may face delays since AT&T wants to add a second tower which may not adhere to the state's timeframe in order to be eligible for their grant.

Assessing- Kathleen Felch presented the following for signatures:

- MS-1
- A form from the Division of Emergency Services for 911 which confirms Rockingham County provides services for Kensington.
- She presented privileged road maps from the State that was reviewed with the police department to confirm driveways and buildings on each property to help emergency response. The state requests the Board sign a receipt of their findings which lists non-standard addresses. There are several pages of addresses with problems such as people who have their street address on one road but their driveway is on another road. If the Board moved forward it would be extensive and include renumbering the town. Russell made a motion to sign off on the data capture acceptance letter seconded by Bob with all in favor. Kathleen wanted to make clear this information is not subject to the Right to Know Law.
- She received notification from a superior court decision that a resident's acreage is incorrect and the owner has two acres less than they thought. She sent it to Avitar to review.
- The ZBA approved a bed and breakfast subject to conditions. Mark was asked to determine the number of bedrooms in the home and they still need a site plan review.

Tax Collector- Carlene Wiggin reported she will be closed next Wednesday and Thursday so she can attend her annual conference in North Conway.

Town Clerk- Pamela Kehoe reported:

- Dana will be ready to work on her own next Thursday.
- She wanted to remind citizens they have the opportunity to use the online program for dogs, vital records and registrations on the town clerk page. Residents may also call or email her office if they would like a reminder to register their dogs and renew their registrations starting January 1st.
- Elections are all set for tomorrow.

Recreation Department- Members were not present.

Conservation Commission- Members were not present.

Sawyer Kensington Trust- Lynne reported Terrie was happy with the new locks on the bathroom doors.

Town Hall Update- Norman reported Northeast Basement Systems finished the waterproofing installation last week. The lilac bush was trimmed to the ground which revealed rotting clapboards and the window sill is gone. He believes with proper care this won't happen again. He was told the bush was donated to the Town by the Daughters of the Revolutionary War. He asked for permission to have Art clean the floors and Russell agreed it needed to be done. He would like to propose at the next meeting to have RPF or another company conduct testing to see if the air is clean. Russell stated RPF was acceptable but asked him to confirm with RPF how long the HVAC system should be running. Lynne reminded him to check the oil level. Russell explained if the dehumidifiers are running, it will turn the heat on. Peter Merrill asked if filters have been put in the system. Norman responded new ones would be needed to run the test. Peter then asked about the foam panels. Norman said they pulled off the studs on the exterior walls and removed the stairs. Norman asked the Board if they want to do a walk through. Russell said he can check it out on his own.

Norman updated the Board on the Department of Labor and said he has been unable to speak with the inspector but they've been leaving messages for each other. He'll try to schedule a meeting in the evening.

NEW BUSINESS:

Park Permit/Special Events Application - EHS vs. CMS Softball Game- An application was submitted for October 2nd or rain date October 9th. They are expecting a large turnout and have requested use of the concession stand \for their PTO to sell refreshments. The Board did not authorize this and suggested they use a tent instead. Russell made a motion to accept with understanding they can't use the building but can put up a tent, seconded by Bob with all in favor.

Road Race/Special Events Application-The Kensington Elementary School will be holding their annual cross country meet on Wednesday, September 24th from 3-6pm and requests a road closure on Trundlebed Lane. Russell made a motion to approve and waive the fees, seconded by Bob with all in favor.

Appointments-

- Russell made a motion to appoint Michael Sielicki as a part time at will police officer, seconded by Bob with all in favor.
- Russell made a motion to appoint Keith Palmer to the Kensington Sawyer Trust with an expiration of October 2017 second by Norman with all in favor.
- Russell made a motion to appoint Richard Powers to the Zoning Board of Adjustments with an expiration date of April 2016 seconded by Norman with all in favor.
- Norman made a motion to reappoint Russell to the Kensington Sawyer Trust with an expiration of March 2015 seconded by Bob with both in favor.
- Russell made a motion to reappoint Joan Whitney to the Technical Advisory Committee for three years expiring June 30, 2017 seconded by Norman with all in favor.

Daytime Ambulance Coverage- Russell reported that one of things they wanted to work on was how to handle some of the staffing issues during the daytime hours. Russell said in the past there was some slow response and sometimes we've had to utilize Exeter. Charlie responded the average response time is nine minutes which it's been for the last twelve years. Russell was concerned Kensington hasn't been able to handle the physical call. Charlie advised only seven incidents this year and of those seven, two were because there were multiple calls. Two other responses had Exeter paramedics who came to intercept and the last three they didn't have a crew. Charlie said sometimes if they don't have a paramedic they call Exeter ambulance. Russell asked how many EMT's Kensington has during the day. Charlie said it varies but maybe five as a guess. Russell said this was brought up about a year ago so it's not the first time they've discussed it. The Board is looking into options so if there's an issue they could be covered. Russell tried contacting the Exeter Fire Chief last year but didn't hear back so now the Exeter Board of Selectmen was contacted. He's concerned we don't have the manpower. Charlie suggested paying our volunteers. Norman responded we give them \$50k which is paid out based on the calls which can sometimes be broken out to \$40/hour. Norman said it doesn't matter if there are 139 or 180 calls the department still receives \$50k to disburse. Charlie noted that covers training, calls and being there every Thursday during the year. Charlie was then asked why the forestry truck goes out on an ambulance call. He responded the forestry is fully equipped with a defibrillator which an unlicensed person can use, but they cannot use the equipment in the ambulance. Two people are required to transport patients. A firefighter and an EMT are needed. Charlie said it is less than five minutes if a second tone is needed. Sometimes only one person responds they can't take care of them. He then stated if no one signs on they will call Rockingham to tone out Exeter and then go to the house to assist Exeter. Russell said they are looking to go straight to someone who can respond immediately during the day. Charlie said they have someone on who can respond. Jeff Todd asked if the statistics back up the issue. Russell said they are trying to be proactive to prevent any issues and look into options to make sure the day is covered. Charlie stated he received a phone call from the Exeter chief which is how he found out about it. Russell stated they don't want to be held liable if someone died because we didn't look into this. Erin Todd suggested looking into the response time for Exeter to get to Kensington. Kathleen asked how many people are EMT's that live outside of town who don't have the authority to use their sirens to get here. Charlie responded two and the bulk of responders are people in town. He further stated since we don't have full time people, it's a whole other issue. The town is not ready for the costs for a staffed fire department. Charlie reported last year there were 14 instances of mutual aid coming to town for both fire and ambulance and Kensington aided 17 times to other communities. Kathie Felch said she listens to her scanner and reported there was a call to Exeter after the tone went out which is 7-8 minutes before calling for mutual aid and Exeter gets here sometimes before Kensington. It's fair to say that if we rely on volunteers who almost all work full time outside of town or a job during the day we're going to be at risk. Charlie said we are one of the last towns on the seacoast that don't have per diem or a staffed department. Russell asked how often they can cover during the day internally and then we can compare it to externally. Bob thought Exeter was covering Stratham already and they were too much of a burden. Charlie said if they aren't getting mutual aid in return it's not as easy. If it costs more to go to Exeter it may be more cost effective to do it internally. The issue is when we can't respond or have the paramedics available. The Board

decided to come up with a list of questions for Charlie and see what our best options are with a good solution.

OLD BUSINESS

Administrative Assistant:

- **Safety Committee Meeting Minutes**-Lynne asked Norman if these were ready yet. He will get them completed and submit.
- **Election**-The Board confirmed they will be able to dismantle after the election.
- **Illegal Apartment**-The Board signed a letter to be sent to the homeowner requesting an inspection after receiving a complaint from a tenant.
- **Electrical Inspector**- His appointment will be expiring on October 31st and Lynne inquired if the Board wanted to reappoint him or if they would like to ask Mark if he would be interested in adding this to his duties. They will discuss at the next meeting.
- **NH DES Septic Approval**- The paperwork was received approving the septic for the police department trailer for a period of two years.
- **Legislative Delegate**- Lynne read the upcoming legislative items and asked if the Board wanted to assign someone to vote on the Board's behalf. They will review.
- **Trash Bids**- Southeast Regional Refuse District put the waste out to bid. They received three responses. The Board reviewed the three packets. We have representatives on the SRRD for the Town. The Board thought Covanta was the best choice.
- **Olivia Lane Business**- Chief Sanders reported to Lynne that he has driven by several times and has not noticed any additional automobiles.
- **Unitil Sign Erected**- The EJBL representative is awaiting approval from the Unitil representative but has already submitted their fees.

Non Public Session RSA91A:3,II(a,b,& e): Norman made a motion to enter non-public session at 9:47pm, seconded by Russell with all in favor. Litigation, Employee, Reputation and Welfare Issues were discussed. Norman agreed to leave non-public session and seal the minutes at 11:21pm, seconded by Bob. Russell exited the meeting at 11:19pm.

Bills & Mail- Bills were approved and signed.

Approval of Minutes –Minutes were not approved due to the change that will be made for emergency management.

Next Meeting Date-September 15, 2014 7:30pm in the Kensington Elementary School Library. The meeting was adjourned at 11:25pm.

Respectfully submitted,

Lynne Bonitatibus
Administrative Assistant