

**TOWN OF KENSINGTON
BOARD OF SELECTMEN
MEETING MINUTES
September 15, 2014**

Approved October 13, 2014

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

CITIZEN'S FORUM-

Chris Muns introduced himself. He is the democratic candidate for state senate in district 24 which includes Kensington. He looks forward to working with us if he is elected as senator. He would work with us and help resolve any issues we had.

Selectman Vacancy- Norman reported that Russell resigned from the Board. He stated there was an email that was sent to most of the employees in town. He would be more than happy to provide a copy of the email to anyone who requests it. He read it probably twenty times and reflecting back on the email he is in disagreement. Russell cited Norman had an agenda in the email. If he's guilty of having an agenda it is to have an open government and to be transparent and be informed to make decisions which are the best for the town. He does agree with one thing in the email, he thinks employees are hard workers and some are volunteers who have the best interest of the town that he's seen in the six months he's been in this position. Norman went on to say they are going to have an open dialogue back and forth. If he's guilty of that, he's guilty as charged. We have a town to run and we try to run it the best way they can. He thinks they can move on and they've accepted Russell's resignation and they are ready to appoint a new selectman tonight. Dave Buxton asked if the acceptance of the resignation was made in public. Norman made a motion to accept Russell's resignation and seconded by Bob with both in favor. Bob said there are many things going on right now and they can't waste time looking for a new selectman so since Peter was Norman's first choice he feels Peter would be a good candidate. Bob made a motion to appoint Peter as selectman, seconded by Norman with both in favor. Bob Gustafson questioned if Peter's chairman status on the planning board which has a budgetary responsibility would be a conflict. Peter will tender his resignation on planning board as chairman. Norman made a motion to accept Peter's resignation from the planning board chairman seconded by Bob with both in favor. Norman swore in Peter Merrill.

DEPARTMENT HEADS:

Police Department-Chief Sanders was not in attendance.

Fire Department- Chief Leblanc reported:

- Lakes will be contacting Kathleen and submitting the document that Norman requested.
- He also wanted to report that in his 33 years on the fire department with eleven as chief, the department has only missed about three calls per year. He reported we have hard working volunteers and when you break down the points its closer to \$12/hour, not \$40

which was mentioned last meeting. Norman updated Peter on the reasons why the Board inquired having Exeter cover daytime service. Nothing is etched in stone. He then stated it came up as an inquiry such as with the police department seeking information if it is more economical to have Exeter cover the police department and it seems like a recurring question. He thinks the Board should be able to adequately answer the question when someone asks if we ever considered going to Exeter. Charlie stated the fire department which also makes up the rescue squad are all one entity and if you go out of town for service they may lose interest. Charlie doesn't think it will cost much more to hire a couple of people than to go to Exeter and no one will volunteer if we are covered. Norman replied it's not their intention and they won't make a decision without having discussions with Charlie as they are valid arguments. Charlie stated three calls isn't enough reason to panic. Kensington provides other towns with mutual aid too because other towns can't always get a crew.

Building Inspector-Mark Sikorski was not in attendance.

Road Manager-Dave Buxton reported:

- **Winter sand**- For the last seven years we've been paying \$15/yard for Chris Batchelder to deliver and mix screened sand to the salt shed. He submitted a request for an increase this year to \$15.50/yard delivered to the town. There are approximately 700 yards. Bob asked if he received any other quotes. Dave replied he did seven years ago and the price was approximately 25 to 50 cents cheaper but the moisture content caused many complaints. Chris selects it, trucks it, mixes it and spreads it so he can't complain if there are any issues with the sand. Bob has been contacted by a few people who wanted to be notified when bids go out for sand but since we're running out of time and the Board won't be meeting until early October he was satisfied.
- **Salt**- Granite State Minerals who has the State contract has issued their price for salt at \$48.43/ton. Dave expects a \$2k savings with the lower state bid pricing. Peter asked if there is a spec for moisture content. Dave responded if doing a proctor would have a compaction test and it's usually 3% or less and optimum moisture might be 5%. Norman advised it will cost approximately \$10k for sand and \$9600 for salt. He asked how long would last and Dave said depending on the winter it could last until May 1st. Norman asked the Board if they should send out for bids or accept what was presented. Bob made a motion to accept the bids, seconded by Norman with all in favor.
- **Roadside mowing**- Dave obtained two bids. Chris Batchelder quoted \$100/hour and Sewall Enterprise quoted \$80/hour. Sewall is mowing ten out of twelve communities within a 40 mile radius. Dave asked him to ride around town to prepare a quote. They estimated 50 hours which would cost \$4k. Chris estimated 50-52 hours. Sewall was within a couple of hours for his estimate in Hampton Falls. The Board asked about other possible solutions. Dave stated MB Tractors no longer rents their tractors but the Town would be responsible for the maintenance, fuel and transportation. Peter said even if Sewall was off by ten hours, he would still be less than Chris' bid. Dave said he can start the end of Sept or first week of October. Bob made a motion to accept Sewall's bid seconded by Peter with all in favor.
- Dave made arrangements for Poole and John Bell to meet at the parking lot to review the plans and confirm the bids were quoted properly. Brad Poole did not include a silt sock

and square footage on the pavement so he resubmitted his bid which increased from \$27,860 to \$30,960 which is an increase of \$3,100. John Bell's bid remained at \$43,500. He said we could skimp on some materials but it won't save us \$13k. Norman said he'd like to have Peter review and bring him up to speed so he can make an informed decision. Norman stated the Department of Labor hasn't called him back yet. Dave suggested making a motion to accept the low bid pending giving Peter time to review plan. Dave can do a walk around with him or another member so he can give permission to proceed without waiting until the October meeting. Bob asked if Dave had a timeframe for completion. Dave guessed if given the go ahead within a week or so he could get started. Bob agreed to make a pending motion. Norman said he thinks they should take a look at an alternate site and suggested behind the town hall. He said to be honest and fair to revisit that and see how the situation with a doublewide or two doublewides would fit there and if it's feasible. He would hate to be tied into a motion if they can determine an alternative. Norman believes this is a short term situation and they definitely need a permanent solution so spending that amount of money which doesn't include a well and then walking away could cost us anywhere from \$35k to \$50k. Peter said there was money budgeted for the trailer portion. Peter would like an expert tell them what's going to be involved for the site work behind the town hall which means they should have that information before making a decision. Norman said the water needs filtering but thinks it could be trenched over and then request a temporary holding tank for this location. Dave asked why they can't use the existing septic. Bob Gustafson said they discussed it but for some reason they thought there was an issue, possibly because of the elevation. Peter asked if they could install a pump. The Board decided to table this until the next meeting and coordinate a walk through. Bob will give Lynne notice to post the meeting.

Emergency Management- Robert Gustafson reported the updated minutes were submitted for the LEOP but they haven't responded yet.

Assessing- Kathleen Felch presented the following:

- Income and expense summary
- **Abatements:** The taxpayers and Board asked Kathleen to inquire how they calculated the bedrooms because adding a bedroom and reducing a bedroom weren't equivalent. They do not calculate a bedroom by the presence of a closet only if a room could be used as a bedroom since there is no definition for a bedroom. The square footage doesn't change when reducing the number of bedrooms.
 - Smith, 58 Muddy Pond Road. During the revaluation last year, Avitar granted an abatement and changed their tax card from three to two bedrooms. The abatement value was \$1900.
 - Gavutis, 231 South Road The abatement was granted for \$1500.Bob made motion to approve the abatements seconded by Norman with all in favor.
- **Memo of understanding (MOU)** for regulating driveways on state roads- The State recommended removing some of our suggestions or at least the section with the pitch since those are town regulations and this agreement is for state roads only. She believes the planning board wanted the state to have our regulations which is why they were included. This will be reiterated at their meeting tomorrow night.

- The Department of Revenue will be implementing new forms on their website effective November 18th which will allow multiple users and we may be able to create the warrant online now.
- E911 – The Board didn't review the documentation she submitted last week. They will work on it for the next meeting. The state is awaiting this information so they can proceed.

Tax Collector- Carlene Wiggin did not have anything to report.

Town Clerk- Pamela Kehoe was not in attendance.

Recreation Department- Members were not present.

Conservation Commission- Members were not present.

Sawyer Kensington Trust- Bruce Cilley was not in attendance.

Town Hall Update- Norman did not have any updates.

NEW BUSINESS:

Appointment- Charlie submitted an application for membership for Jason Greene as a firefighter and paramedic. When he's not on shift for Exeter he's available. Norman asked Bob if he's looking for an alternate emergency management deputy director. Bob stated that Jason was the deputy and he's overqualified and was better suited to be in the field with Charlie. Norman made a motion to appoint Jason Green to the fire department seconded by Bob with all in favor. Lynne will prepare an appointment for the Board to sign so Jason can be sworn in.

OLD BUSINESS

Administrative Assistant:

- **Daytime Ambulance Coverage-** The Board did not have a list of questions yet but will draft them for the next meeting.
- **Illegal Apartment-**The homeowner submitted a letter that nothing has changed on the property. The Board asked Lynne to consult Legal Counsel on pursuing this issue. Norman made a motion to proceed and contact town counsel to initiate process second by Bob with all in favor.
- **Feedback Letter from Resident-**The Board read an email from a resident who attended the last meeting. It was regarding the discussion between Charlie and Norman and suggested ways to resolve situations before they escalate. Norman responded to the audience that sometimes people will like what he says and sometimes they won't. He then stated if he offended Charlie he apologized but if he has a question, he likes answers and dialogue going back and forth. If he was too forceful he would like to apologize and move on.
- **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.
- **Legislative Delegate-** Lynne reminded the Board and will scan and email the proposals.

- **Trash Bids-** Waste Management dropped off a spreadsheet which compares the major bidders. Lynne will email to the Board to review.
- **Appointments-** Russell was appointed as the Sawyer Kensington Trustee and Health Officer. He also sits on the safety committee. Norman will take the responsibility of Health Officer until the next meeting when they can discuss who will take over these positions. Lynne let them know the Trust is currently reviewing if a selectman must be a member on the board.
- **Grant Funding-** Lynne will send the Board the document from Community Development Finance Authority which is accepting applications for grants.
- **Paving-** Lynne was notified Route 107 from Seabrook to Route 150 will be paved on 9/17/14.
- **Petty Cash-** Norman made a motion to approved the request for petty cash for Dana seconded by Bob with all in favor
- **Telecommunications Request-**The Town has been working on a RSA 91A request for documentation relating to the cell tower on the Rosencrantz property. Lynne has been unable to locate a building permit for the tower; however they were approved through the zoning board in 1982. It was originally granted as a receiver so this could be a change of use. Peter asked for the wind load calculations which would change based on the initial design. The Board was concerned the structure might not be safe. Bob said there is a structural analysis which is or was just done which will support it. The current structure main tenants are AT&T and Seabrook. AT&T can make changes based on agreement with Rosencrantz. The State has a grant to install a transmitter receiver which will strengthen the fire and police needs for the dead spots and would alleviate for us and surrounding towns. Cablevision was the zoning board applicant. Kathleen said back then some applicant's didn't realize they needed a building permit after their ZBA approval. The property is listed under James for the owner but Bob said maybe we should call Kevin or send a letter. Kathleen stated the RSA12-K no longer requires an applicant to go before the boards anymore, they only need a building permit
- **Safety Committee Meeting-**The Board will assign a new member to the safety committee at the next meeting and then schedule a safety meeting. Charlie let them know it needs to be in a building they inspect and they need more participation. They would like to schedule by the end of September. They will do the Library next.
- **Emergency Management Administrative Coverage-** Lynne asked the Board if they reviewed Bob's request at the last meeting. Bob said they are in need of administrative help in case they need water, food, helicopters, state police, etc. They tie into the state and federal system. The idea is to have six to eight people staffing for multiple shifts to cover 24/7. He said there are several function scripts and FEMA wants it in place in conjunction with the Seabrook zone which is a licensing requirement. Training is provided. His only concern is when the drills are scheduled may coincide with closing the office at the town. Drills are usually six hours but if there's a storm outage chances are the town office is closed anyway. Their intent was to be housed in with the new police department facility because of the proximity to the school. The area would be closed and our fire trucks couldn't even roll which would render the station unusable. Peter asked where funding is. Bob replied Seabrook funds to an extent for plant based stuff and additional funding is sometimes available from FEMA for disaster aid. Since we don't fund this now we'd need to add a line item in the budget to include care and feeding. Since Bob is a volunteer he doesn't get paid so he can't put his time in for reimbursement. The office people would get paid at their hourly rate only if disaster is declared otherwise it's volunteer. Clarissa Parsons reported that for years the police and fire staffed the drills. Norman asked if volunteers could do this. Bob replied yes. Peter asked for some estimates from previous years to

compile a budget. Bob will work on getting the information together. Peter said people with young kids won't think of volunteering. Charlie advised in order to pass you need two people in each function for a shift change.

- **Unitil Sign Erected-** The EJBL representative is awaiting approval from the Unitil representative but has already submitted their fees. – NOT DISCUSSED.

Non Public Session RSA91A:3,II(a,b,& e): Norman made a motion to enter non-public session at 9:04pm, seconded by Bob with all in favor. Litigation, Employee, Reputation and Welfare Issues were discussed. Norman made a motion to leave non-public session and seal the minutes at 10:50pm, seconded by Bob with all in favor.

Bills & Mail- Bills were approved and signed.

Approval of Minutes –Norman did not have time to review the minutes so they were not approved.

Next Meeting Date-October 6, 2014 7:30pm in the Kensington Elementary School Library.

Norman made a motion to adjourn at 10:59pm, seconded by Bob with all in favor.

Respectfully submitted,

Lynne Bonitatibus
Administrative Assistant