

**TOWN OF KENSINGTON
BOARD OF SELECTMEN
MEETING MINUTES
September 29, 2014**

Approved January 5, 2015

In attendance: Norman DeBoisbriand, Robert Wadleigh and Peter Merrill were in attendance. Norman called the meeting to order at 7:28pm.

CITIZEN'S FORUM-

DEPARTMENT HEADS:

Police Department-Chief Sanders provided spreadsheets with details relating to the cruiser line item in the budget. He compared figures from 2006 to present. The Dodge Charger and Crown Victoria had final payments last year. The department budgeted \$17,600 for 2014 leases. He has researched vehicles and found two options. The most cost effective is to replace the 2011 Crown Victoria which has over 100k hard miles and has had a lot of repairs. The vehicle maintenance line was high because of that car. He'd like to keep the Charger which was just returned from the shop after nine weeks with a new engine. It has 70k miles but has a 100k powertrain warranty attached to the new engine. The Toyota is aging and we've owned it for a while but suggested keeping it instead of trading it in. It is the least fuel efficient and isn't pursuit rated so he suggested taking it out of service as a police vehicle. If anything was to happen while using it as a police vehicle, the town could be held liable because it doesn't have rollover ratings, etc. It would be a great all weather vehicle with its tow package for the emergency management trailer. It can also earn money by using it for details. By doing this, we can strip the radar unit and use it in a new car. The State bid cost for a 2015 Dodge Charger is \$27,417. He expects approximately \$1500 to trade in the Crown Vic which will cost \$9248 per year for three years. It has a 3.6 liter V6 instead of a V8 for more fuel efficiency and gets 19.31 miles per gallon. Foss Motors has offered to provide an extended service contract.

In 2006 we obtained our electrical equipment at no cost through a grant because it was bought in surplus and was at the end of its life. This equipment is no longer serviced and no one makes replacement parts anymore. If one component fails, you'd need to buy a whole new system. The radio, radar, gun rack, first aid kits, computers, etc. from the Crown Vic can be transferred to the new car, but a light bar and other components which cost \$10,699 will need to be purchased. They should have a 10-15 year life span.

His suggestion for a second car was to buy a light bar and radio (\$3k installed each) but make this car a slick top so the lights are in the top of the window and lights on side of car. The package cost is \$8454. There is approximately \$14k in the cruiser fund which will take care of 2/3 of our equipment costs. He is expecting a surplus in his budget this year and would like to encumber \$18,202.70 for the equipment and cars. He also noted the quotes he received were on the high end because Chrysler hasn't published the final rate yet. They may be able to reuse other accessories in the car too.

Another vehicle he researched is the 2015 Ford Explorer Interceptor for \$29,793. The extended warranty isn't as favorable as the Dodge. Irwin Automotive Group wouldn't give a firm price on trade in but stated it would be \$500-\$1,000. This is a 3.7 cylinder front wheel drive vehicle without on demand 4WD. He contacted several other departments who use these vehicles and most reported they didn't have good traction in the snow and said to purchase skid plates. The downside is it would cost \$12,218 per car to outfit. Peter had Chief confirm it is pursuit rated. The earliest we can have them is in February but we need to order in October. Payment is not due until the car is received.

Bob asked how he plans on getting into a schedule with two new cars and one that's a year old. Chief said it should've been planned last year. He would like to drive the old charger and keep it in good condition so it should last two to three more years. Norman asked if the maintenance will substantially decrease. Scott replied the six cylinders will be better on the brakes and tires and they have switched to a more cost effective repair shop. Bob asked if they need that many cruisers, and Scott confirmed they do. Bob said vehicles that sit around deteriorate quickly. Chief explained when officers use their own cars for details, the Town loses the detail revenue. When officers use their own vehicle to go to court they get reimbursed. He said the vehicle will make more than the trade in value. Chief is expecting a \$30k surplus in salaries this year and \$2800 from an overtime grant. The Board will review the documents for the next meeting.

Linda Blood asked if the school was still getting the free Copsynch911 program. She saw on the news that another town had already implemented it and she thought we were going to be the first one. Chief explained when the paperwork was submitted, a wrong box was checked so it had to be resubmitted. They just confirmed on Friday that we were approved. Once he receives the acceptance package, the Board will need to sign it.

Fire Department- Chief Leblanc reported:

- He presented paperwork for a new member for the fire department. Norman made a motion to appoint Daniel Gallanagh as a probationary firefighter seconded by Bob- Peter inquired if he was eligible since he is not a US citizen. Kathleen will confirm if he is eligible when his paperwork is submitted. – The motion continued with all in favor.
- Lakes provided him with paperwork and supporting documents and he asked if it was sufficient. The board still had one question and Charlie will research and contact Lynne tomorrow.

Building Inspector-Mark Sikorski received documentation for a building permit for the 149 South Road restaurant. He spoke with the Fire Chief today regarding the seating diagrams they submitted. It indicated seating for 172 occupants. Normally this would be reviewed by a licensed fire protection engineer. He's hesitant to approve until a plan is created and presented and await the engineer's comments. They are also applying for a liquor license. It's a tight structure and needs a fire escape plan. Peter asked if employees were included in the occupancy number. Mark reported that was just for seating. Mark explained how the process worked in Hampton Falls where they have more commercial business. Charlie said since information indicated was from the previous restaurant, its old information. The hand drawings show the exit doors swinging into the facility. Norman asked who did the review for Revorno's. Charlie

replied Ray Simpson did some inspections and he did some. Mark stated that Robert Cummings who is located in Bow, NH usually reviews the plans and provides a written report. The cost is borne by the applicant. Charlie said they started from scratch since everything that was in there was ripped out for their fire systems. Peter stated their insurance company may require them to add fire monitoring. Chief Sanders noticed an outdoor patio area has increased in size. Peter doesn't want to hold up the permitting process but wants to do it correctly. Mark stated it's a difficult property and the doors are undersized by today's egress standards. He wants to relieve the town from liability. Mark continued stating it's a similar review as for an educational facility or place of public assembly, defined as a place designed to hold more than 50 people. Peter asked him to provide the law that requires this. Norman asked if the Farm was required to do this. Mark couldn't answer since it was built before he was in the position. This is the first commercial establishment since he's been the building inspector. Charlie reported the Farm had engineered plans. Peter stated the Farm was built as an agricultural building but had to comply with commercial zoning. Chief Sanders said they also clearly intend to have a bar and we don't have any other properties in town that have one. Knowing people are coming to drink and may not have clear heads it's hard to compare it to a farm stand. Another issue that was brought up was the line of sight when exiting the parking lot. Peter stated the State would need approval and jurisdiction over that. He asked Lynne to contact Bob Garland who works for the state who would've reviewed it. Peter said once they have the information, the selectmen will convey it to the applicant with details of what is required. Norman said he's in agreement about having the engineer review the facility for protection for both them and the town.

Road Manager-Dave Buxton was not in attendance.

Emergency Management- Robert Gustafson reported:

- The radios were relocated from the basement to the radio room in response to a rated drill recommendation.
- Homeland Security sent new maps which show the bus and evacuation routes so he will donate the old maps to Charlie.
- He attended the Seabrook quarterly meeting on September 24th.
- A Seabrook practice drill is scheduled for October 8th and they suggested starting the staff at 7:15am.
- He submitted an estimated budget for staffing the operations center during an emergency. He didn't think past history applies for the future needs based on many changes in population growth and more intense weather. His estimate includes two events per year to cover 24 hours with six hour shifts. Since he's volunteer, it did not include a salary for him. The police and fire are covered by their own salary structure. Seabrook drills are paid separately by Seabrook. The estimate includes salaries of \$2400 per event plus \$1200 total expenses which calculates to \$6k per year. We may be eligible for reimbursement if a disaster is declared. Norman asked if the four positions can be voluntary and Bob confirmed they can. The board will review the documentation for the next meeting.

Assessing- Kathleen Felch presented the following:

- Comstar Write-off's for signatures. Norman asked if we've tried collection agencies for ambulance service. Charlie replied prior boards wanted soft billing. Comstar sends out

two bills and our contract with them states there won't be pursuit or litigation. Peter asked how Comstar obtains the information and Charlie responded the hospital provides it from admitting. If a patient gives incorrect information, there isn't any recourse. Chief Sanders advised they run into the same issues with completing accident reports. Charlie also stated Comstar provides a hardship clause allowing payment plans. Norman made a motion to approve the write off for the smaller amounts for residents seconded by Peter with all in favor. He'd like to learn more about the process for the other ones.

- Kevin Russell responded to Kathleen regarding removing section seven and the highlighted green section of the last page of the memo of understanding for the state driveways. She presented the final copy.
- Norman signed the data release to emergency personnel.

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.

- Lynne reported that Mr. Lewis received our donation letter but will be making his annual \$2500 donation to the Sawyer Kensington Trust who will then donate the funds to the Town for the fireworks.
- Norman reported Mr. Prescott who owns the house on the corner by the park inquired about the school taking kids by the Grange and across a path on his property to the park. He was concerned about the liability and didn't know a bridge that was built on his property. He'd like to know who built it without his permission. Kathleen stated they've used it for years. Mr. Prescott told Norman that he was contacted by Harold Bragg a long time ago about trading property for allowing access but he never heard anything more. The Board asked Lynne to try and obtain this information.

Town Hall Update- Norman reported the Board met at the Town Hall last Monday to see if the trailer(s) would fit behind the building. It appears there aren't enough funds in budget to cover the site work bids they received for the parking lot where the police trailer is currently located. The measurements indicate one double wide trailer could fit so the Board voted to research what the related cost would be to locate the trailer there. Norman is obtaining proposals to tap into the water at the existing town hall and route it to where the trailer would be placed. They also voted giving him permission to speak to Landry Surveying for a temporary septic. Mr. Landry will design another plan for \$1200 and make initial contact with the state to see if they will allow a temporary holding tank there. Norman made a motion to have Peter Landry create the design for \$1200 and make application to the state for a temporary holding tank for the sewerage seconded by Peter with all in favor. Peter requested to have Mr. Landry call the State before drawing up plans. Norman replied Mr. Landry already made the call and the indications he received were the state will approve it, but they need a design and they want to be sure it's the last one we submit.

Norman reported the town hall hasn't had any more work done since the waterproofing. He's waiting for the floors to be cleaned by Art and then they will contact the air test company and try to get rolling quickly. The Board asked Lynne to call RPF for a schedule. Once the air test comes back, they will need to make a decision on what to do with the town hall. The stairways still need to be reinstalled. Peter and Bob concurred. The Department of Labor granted the extension until the end of November to take care of the police and adding a more secure area for the staff collecting funds. The safety committee meeting will be scheduled to get back up and running.

NEW BUSINESS:

2014 Investment Policy Renewal-The Board will review for the next meeting.

Appointments-

- **Health Officer**- Norman volunteered to be appointed as the health officer contact. The Board signed the paperwork.
- **Safety Committee**- Norman offered to be the selectman's representative.
- **Sawyer Kensington Trust**-Lynne advised this position does not need to be filled by a selectman. Peter feels he has a lot on his plate since he just joined the Board and Bob is also busy. Peter would like to see if the trustees have interested volunteers who would be able to devote more time to the position.
- **Planning Board Selectmen's Representative**-Peter volunteered for this position.

OLD BUSINESS

Administrative Assistant:

- **149 South Road Liquor License**- The State requested the Town's input on issuing a liquor license to this establishment. The Board agreed to start a dialogue with Chief Sanders for his feedback. Peter said this should be contingent upon the building permit being approved. Norman asked Peter if he would discuss with the Chief tomorrow and he agreed. Norman made a motion to allow Peter to work on this with Chief seconded by Bob with all in favor.
- **18 Cottage Road**- Lynne received notification the State cleaned up the property. They had concerns there were many propane tanks in the garage and thought a transient may be living there. Due to the concern from the State, the Board asked Lynne to have Charlie conduct a safety inspection.
- **Grange Permit**-The Seven to Save will be having a meeting at the Grange Hall on October 22nd and have requested the fee to be waived. Norman made a motion to waive the fee seconded by Bob all in favor.
- **Historic Building**- The historical society requested permission to hang the bronze plaque under the window at the town hall. All board members were in agreement.
- **Warrant Article Request**-A Webster selectman sent an email to all towns asking to place a warrant article on the ballot to reform state funding for education to reduce property taxes.

- **Field Rental Fee-** EJBL asked for permission to have fees waived for not using one for the fields during their tournament. Bob asked if anyone else could've used the fields. Lynne advised the season was over and no one was turned away. Peter said it's already past due. Norman motion to deny the request and collect the full amount seconded by Peter with all in favor.
- **Email-**The Board reviewed an email sent by a resident in response to the dialogue between Norman and the fire chief. It indicated they thought it was handled properly. The board explained to Holly DeBoisbriand the difference between public meetings and hearings and which documents are public.
- **Daytime Ambulance Coverage-**The Board did not have any questions drafted yet. Norman suggested appointing a board member to start a dialogue with Exeter about the potential for their service. Peter offered to be the contact. Norman motion to allow Peter to be the contact person with Exeter in these discussions, seconded by Bob all in favor.
- **Trash Facility Bids-**The Board reviewed the spreadsheet and all agreed they supported Covanta. Lynne will notify Buzzy Felch.
- **Liquor License-** Lynne received a request from someone having a wedding at The Farm who wanted a liquor license for the day. She let them know these are usually only provided if they are on town property. Since there weren't 100 or more people, it didn't qualify for an open air assembly. Chief Sanders said if it was a wedding at their house it would be an open air assembly but he can't restrict this on private property. It would also make a difference if they were selling liquor for a profit. They will need to clarify if it's a cash bar or BYOB. The Board doesn't grant liquor licenses. Since its private property, it would be the owner's issue.
- **Mailbox Request-** Lynne received a request to add a mailbox to a property on Muddy Pond Road. They just moved to town and are renting a home on the property. The Board stated they can't issue a second address since there aren't any special exceptions on file. Peter made a motion to deny request seconded by Norman with all in favor.
- **Tax Rate Setting-**The Exeter Region Cooperative School District will be submitting their final paperwork to the Department of Revenue so we will be in the queue for the tax rate setting.
- **Kensington Elementary School Reports-** Lynne received copies of the reports submitted to the Department of Revenue from the school. The Board asked Lynne to send them individual copies.
- **ZBA Rehearing-** Norman made a motion to have our attorney appear on their behalf seconded by Bob with all in favor.
- **Meeting Changes-**The Board of Selectmen's meetings will now commence at 7pm vs. 7:30pm. They will return to the first and third weeks in November.
- **Illegal Apartment-**The homeowner called and granted permission for an inspection. The Board asked Lynne to have Mark inspect the property.
- **Electrical Inspector Appointment-** Not Discussed.
- **Telecommunications Request-**Lynne finished looking through the selectmen's minutes and was unable to find a building permit. The Planning Board asked Mark to have a structural analysis done on the tower.
- **Safety Committee Meeting-**Norman will schedule a meeting soon.
- **Unitil Sign Erected-** The EJBL representative is awaiting approval from the Unitil representative but has already submitted their fees. – Not Discussed.

Bills & Mail- Bills were approved and signed.

Non Public Session RSA91A:3,II(a,b,& e): Norman made a motion to enter non-public session at 9:47pm, seconded by Peter with all in favor. Employee, Reputation and Welfare issues were discussed. Norman made a motion to leave non-public session and seal the minutes at 12:12am, seconded by Bob with all in favor.

Next Meeting Date-October 13, 2014 7:00pm in the Kensington Elementary School Library.

Bob made a motion to adjourn at 12:13am, seconded by Peter with all in favor.

Respectfully submitted,

Lynne Bonitatibus
Administrative Assistant