

**TOWN OF KENSINGTON
BOARD OF SELECTMEN
MEETING MINUTES
February 3, 2015**

Approved February 16, 2015

In attendance: Norman DeBoisbriand, Robert Wadleigh and Peter Merrill were in attendance. Norman called the meeting to order at 7:01pm.

CITIZEN'S FORUM:

DEPARTMENT HEADS:

Police Department-Chief Sanders reported:

- The keyless entry system is now installed.
- He was staffed during the storm to shorten response times.

Fire Department- Chief Leblanc reported:

- There are two trees between fire department and library that are dead and will need to be addressed in the future. Peter confirmed with him it's not an imminent danger.
- He received paperwork relating to an increase in fees from our ambulance billing company. He recommends remaining with them. Lynne will send the documents to the Board to review for the next meeting.
- Lynne submitted the responses from the attorney and auditors regarding the fire truck exchange documentation. The auditors agreed both the revenue and expenditure would need to be recorded on the general ledger of the Town.

Building Inspector-Mark Sikorski was not in attendance.

Road Manager-Dave Buxton reported:

- Snow removal will be difficult if we have any more storms.
- The Board discussed the snow removal of walkways at the town hall. Dave reported it's a difficult job to find someone who wants to do it. He needs to stay on top of the people we have doing it now. Peter asked if Chris Batchelder would know of anyone who would be interested. Chief Sanders advised the police department trailer needs the flat roof shoveled. Peter reported he spoke with the William Scotsmen rep and they requested that we shovel out the perimeter of the trailer before they come to level the trailer. He's asking them to confirm that is needed. They are tentatively scheduled for next Tuesday. Chief wants to make sure if there is a delay due to weather we aren't responsible for any damage. Peter will address the invoice issues with them in person. Norman made a motion to have Peter contact the vendor for snow removal of the roof of the police department, seconded by Peter with all in favor. Lynne asked if they wanted to set a maximum cost. Norman was in favor of Peter approving the cost. Dave will wait to hear from the Board to see when the snow needs to be cleared around the perimeter of the

trailers. Norman made a motion to allow Peter to work with Dave on snow removal seconded by Bob with all in favor.

Emergency Management- Robert Gustafson reported:

- The State of NH is trying to have FEMA declare storm Juno a disaster. The timetable is from January 26th at 3pm through January 28th at 3pm. He submitted some rough estimates for plowing and sanding based on storm Nemo. The fees also include overtime and additional staffing for the police department. The fire department had one call and it was canceled so that would not apply. The estimate of \$18k is the Town's cost. If there's a presidential declaration we may be reimbursed 75%.
- Lynne presented an email from our insurance agent who conveyed the town would receive coverage while the school was under the custody and control of the town for its shelter. They offered to help with policies and agreements with the school. Norman and the Board asked Chief Sanders to look for a generator in response to the last meeting. Peter requested a 22kva or greater.

Assessing- Kathleen Felch reported:

- Peter Kuegel requested to have his pit taxed as residential instead of commercial and put back into current use. In order for it to be effective on his tax bill it needs to be transferred by April 1st. Kathleen stated DES doesn't have the manpower to inspect the pit unless the Board specifically asks them. Peter suggesting asking Mr. Kuegel to provide the details of what was done for reclamation. Norman inquired if there is a procedure to follow. Bob read documentation from Kathleen which stated after two years of non-use he has one year to reclaim it. Norman would like to provide the plan to the State if they are going to inspect it. Peter stated our engineer reported it was 90% complete in 2013 so he wasn't comfortable having him go back out. Peter made a motion to request the state to inspect the pit for remediation and closure seconded by Bob with all in favor. Lynne advised the Board he was given a year to complete the reclamation in December 2013.
- She received the signed Memo of Understanding from the State.
- Later in the evening Kathleen submitted a letter from Avitar. They went to the Board of Tax Land Appeals (BTLA) in response to the Unitil suit. Avitar did not suggest settling because of current pending court cases and recommended getting town counsel involved.

Tax Collector- Carlene Wiggin was not in attendance.

Town Clerk- Pamela Kehoe was not in attendance.

Recreation Department-Members were not present. Norman asked why the park was not plowed. He would like a path plowed in case there is a fire. Lynne advised they usually plow a strip and will find out why it wasn't done this season.

Conservation Commission- Members were not present.

Sawyer Kensington Trust- Members were not in attendance.

Building Committee Update-

- Mark would like to schedule a time to do the inspection prior to the stairs being reinstalled.
- Peter asked Lynne to see if another delivery is scheduled for the oil.

Safety Committee Update- Norman will work on the policies and send a sample to the rest of the safety committee members.

NEW BUSINESS:***OLD BUSINESS*****Administrative Assistant:**

- **Audit Documents-**The Board reviewed the engagement letters for the auditors. Kathleen explained the process. Norman will stop in and see the auditors who are here this week. Peter made a motion if Norman is satisfied with his questions for the auditors, he can sign the letters, seconded by Bob with all in favor.
- **Trash Pickup-** The hauler has requested putting a weekly limit on the number of trash bags per household. Peter was in agreement and felt if someone had a large amount of trash they should get a dumpster. Bob added it also disturbs their route. Norman disagreed. Peter's concern is there is a courtesy of service to the provider that the hauler is entitled to. If someone puts an inordinate amount of things they should contact the Town. Chief Sanders reported there is no privacy in trash and the haulers can open the bags if they assume its construction debris. Chief LeBlanc reported since we have trash pickup it is illegal to have a burn barrel for your trash. Peter would like to post on our website advising residents to contact the Town if they plan on having more than a reasonable amount of trash. Norman would like to include that construction debris is not allowed.
- **149 South Road-** Lynne received a response from Yvette Kuzirian they have not changed any lighting since Luisa wanted it to stay as it was for safety reasons and it has deterred any more thefts. Peter asked if they agreed to do something when they attended the meeting and Bob confirmed they were going to contact Unitol to adjust the light to resolve the issue. Norman offered to speak with her. Peter asked if we had a light ordinance. Lynne advised we have one in conjunction with the sign ordinance. The Board reviewed the minutes from the related meeting confirming the discussions and Norman's authority to handle.
- **Adopt a Visibility Site-** A teacher at KES submitted an application to adopt the area between the school and fire department. Peter Kuegel approved it and offered to supply some of the materials for the students. They will be providing signed waivers for any staff or students who will be working at the site. Peter made a motion to have Norman sign on behalf of the Board seconded by Bob with all in favor.
- **Deliberative Session-** Lynne reminded the Board the first session is being held tomorrow night at 7pm.
- **243 Amesbury Road Lease-** Lynne reminded the Board they wanted to review the lease in early February. Norman suggested postponing until the March 2nd meeting.

- **Citizens Comment-** Richard Elwell asked if Lynne would provide information on who is running in the upcoming election. Lynne advised the Town clerk has this information.

Non Public Session RSA91A:3,II(a): Norman made a motion to enter non-public session at 8:21pm, seconded by Peter with all in favor. Two employee issues were discussed. Norman made a motion to leave non-public session and seal the minutes at 10:14pm, seconded by Bob with all in favor.

Peter reviewed the tax card for the Kuegel pit. He reviewed the pit rates and asked the Board for their interpretation. They did not know so he will confirm with Kathleen.

In response to notification of sensitive documents being stored at the town hall, Norman made a motion to allow Lynne to contact a locksmith to change the locks on the town hall exterior doors, seconded by Peter with all in favor.

Bills & Mail- Bills were approved and signed. Peter asked Lynne to confirm with Unitil the account used where the last police trailer was situated is closed.

Meeting Minutes- Norman made a motion to approve the minutes from January 19, 2015 and January 26, 2015 seconded by Peter with all in favor.

Next Meeting Date-February 16, 2015 at 7:00pm at the Kensington Elementary School Library.

Norman made a motion to adjourn at 10:38pm, seconded by Peter with all in favor.

Respectfully submitted,

Lynne Bonitatibus
Administrative Assistant