

**TOWN OF KENSINGTON
BOARD OF SELECTMEN
MEETING MINUTES**

March 6, 2015

Approved March 16, 2015

In attendance: Norman DeBoisbriand, Bob Wadleigh and Peter Merrill were in attendance. Norman called the meeting to order at 6:08pm.

NEW BUSINESS:

Town Clerk Coverage- Dawn Frost was in attendance. She is running unopposed as town clerk. She wanted to discuss the coverage during the transition period and hiring of a new deputy.

- She presented an ad that she'd like to place in the local newspaper for the deputy's open position.
- She anticipates being sworn in on Thursday so she will be ready to start on Monday.
- She will retrain with Clerkworks or with another local town clerk.
- The week of March 16th the office will be open all three days and the following weeks the hours will switch to Tuesday 12:30pm-7:30pm and Thursday 10:00am-1:00pm. When a new deputy is hired and trained, the hours will increase.
- She suggested handing out the hours at the election to notify the public but the Board didn't feel it was appropriate.
- She inquired about the future location for the town clerk given current limited space. Peter let her know its contingent on the warrant article. She said she wouldn't mind sharing space with Carlene even though she hasn't discussed it with her.
- She believes increasing the ventilation for the printer would help with the issues they've been having.
- The office hours need to be scheduled around the State help desk's hours. The latest the State is open is Tuesdays until 7:30pm. They are open Mondays, Wednesdays and Thursdays until 6pm, and Fridays until 5:15pm. Another option is Saturday from 9am-12pm if a new deputy would like those hours.
- The Board will need to contact the State to deactivate Dana and Pam when it's time.
- The Board agreed to post the job opening on the website and in the newspaper and after the election on Nixle, the school bulletin board, KES E-news and the library bulletin board at Dawn's request.
- Later in the evening Dawn inquired if the Board has confirmed Pam will be working longer and if Dana could cover hours if Pam doesn't. Peter made a motion to contact Pam via email tonight if she is willing and able to work next week and request a response by Monday morning.

Town Hall Updates-

- Alan Lewis requested a meeting with Norman to discuss the Town Hall. They do not know what his intentions are. Peter made a motion to allow Norman to meet with Alan seconded by Bob with all in favor.

- Peter reported John Weston is in the process of wiring.
- The Police Department found water on the floor where water had never been and has nothing to do with the previous work done in the basement. This was caused by ice dams on the back of the building. Norman said it's because the building isn't insulated. Peter advised there wasn't any new water there today.
- Peter spoke with Chief Sanders and asked him since it's a construction zone to be sure only contractors are allowed in the building. They asked Lynne to prepare signage and place on the town hall doors. Lynne asked if employees are allowed in the building to access their records and the Board responded as long as they are notified before the employees go in.
- Dawn asked if the upstairs police department could be used by the town clerk. If the warrant article passes they will still continue to do a few things with the funds left in the old article. If the study is favorable, they would like to have a special election. Bob said the school could be explored as an option for the town offices. Peter agreed even it's a temporary basis.
- Peter spoke with Chief Sanders regarding a key access to the Town Hall. Chief has the software to control access. He will research the costs of this security system.

Non Public Session RSA91A:3,II(a): Peter made a motion to enter non-public session at 6:53pm, seconded by Norman with all in favor. Three employee issues were discussed. Peter made a motion to leave non-public session at 8:00pm, seconded by Bob with all in favor. Norman made a motion to seal the minutes, seconded by Peter with all in favor.

Peter reported that Matrix is available on Monday or Tuesday to remove the ice dams at the town hall. Bob spoke to PJ from Matrix and was told there are some bricks at the library that have frost heaves. Peter made a motion to have Matrix handle the ice dam removal at the town hall, seconded by Norman with all in favor.

Lynne advised the Board still had an open building permit for the town hall which was never approved at the December 18th meeting. Peter made a motion to approve the town hall renovation building permit seconded by Bob with all in favor. They will post the permit cards.

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

Norman made a motion to adjourn at 8:15pm, seconded by Peter with all in favor.

Respectfully submitted,

Lynne Bonitatibus
Administrative Assistant