

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

March 16, 2015

Approved April 6, 2015

In attendance: Norman DeBoisbriand and Bob Wadleigh were in attendance. Norman called the meeting to order at 7:03pm.

Change of Chairmanship / Duties-Since Peter wasn't in attendance the Board postponed this until the next meeting. Later in the evening Lynne asked if the Board anticipated who would be Chairman since the state reports are due prior to the next meeting. Bob made a motion to reappoint Norman as Chairman of the Board of Selectmen, seconded by Norman with both voting in favor.

Rockingham County Treasurer- Kevin St. James attended to discuss the county budget. These are some of the highlights he addressed:

- 2% increase for their non-union employees. This did not include an increase in the number of employees.
- 4% increase for the retirement system
- Long term care is the most critical issue in the nursing home budget with a total of \$23M. The county is responsible for all elderly residents in Rockingham County whether they are in a nursing home or not and if they are in a nursing home in another county.
- They are proud to have the highest bond rating available.
- The County Attorney eliminated a part time district court position
- The Sheriff's Department:
 - Requested approval to hire two employees. One position was granted since they haven't increased their manpower since 2007.
 - Funds were approved for much needed upgrades to the dispatch system
 - Received a high intensity drug traffic grant through the federal government
- The Registry of Deeds generates significant revenue for the county. They have reduced their staff by four employees since sales have decreased and do a remarkable job at keeping costs down in their budget.
- The general government line item changed due to the 2015 bond payments and union contracts. The corrections officers have been without a contract for five years and he is pleased they may be ratifying one very soon.
- The county converted from oil to biofuels and wood burning for energy savings.
- A study was completed in the finance department and they will be making some improvements based on those recommendations. They are short staffed by three people in the payroll department and are looking to fill those positions.
- Telecommunications and IT shows an increase; however the District Attorney and Sheriff's Department merged services.
- The jail is the county's second largest expense. They have saved money by housing female inmates in other counties which saves \$47 a day. They appropriate \$1.8M for a

medical contract for all prisoners. Medical insurance companies will not cover anyone who is incarcerated and prisoners are not permitted to use their own medications.

- Human Resources will be hiring a director. The position has been vacant since 2012.
- Rockingham County Conservation District received a small increase of \$5k to buy new computers. Their budget was originally \$90K and cut to \$45K.

Kensington's apportioned rate for the budget is .72% or \$321,702 based on last year's assessment. The county would like to schedule meetings and invite selectmen from all towns to brainstorm on how the county can provide more services without increasing any costs.

Our State Representative, Bob Nigrello, inquired if the county is addressing why towns are charged for emergency services. Kevin responded upgrades need to be administered at dispatch and the larger towns who handle their own dispatch don't want to pay. There is paperwork being processed through Epping for an upgrade and he hopes this is the year it is approved. He also suggested it may be time for a regional dispatch.

Rich Elwell questioned why fireworks were discontinued. Kevin advised there will be fireworks this year and invited residents to attend a meeting next week. They are looking for volunteers to expand it to make it bigger and better.

CITIZEN'S FORUM:

DEPARTMENT HEADS:

Police Department-Chief Sanders reported:

- He presented paperwork for signatures for a highway safety seat belt enforcement grant. Norman made a motion to approve the application for the grant, seconded by Bob with both in favor. The Town of Kensington Board of Selectmen, in a majority vote, accepted the terms of the Join the New Hampshire Clique seat belt law enforcement program grant as presented in the amount of \$2,433.60. Furthermore, the Board acknowledges that the total cost of this project will be \$2,433.60 in which the Town will not be responsible.

Fire Department- Chief Leblanc was not in attendance; however Jim Farley submitted the paperwork for the Knox Box. Norman suggested postponing until Peter is in attendance.

Building Inspector-Mark Sikorski presented the following:

- **Willoughby, 16 Shaw's Hill**, Complete renovation. The septic plan is complete and they received the approval for construction. Norman made a motion to approve the permit as presented, seconded by Bob with both in favor.
- **Kensington Leadership Center, 157 South Road**, Demolition Breezeway, remove a free standing shed and rebuild a farmer style porch. The garage and house will no longer be connected. Norman made a motion to approve the demolition permit as presented, seconded by Bob with both in favor. Bob made a motion to approve the building permit for the farmer's porch as presented, seconded by Norman with both in favor.
- **Pacy, 275 South Road**, Demolition of a collapsed barn. The permit is for rebuilding as well but it wasn't received until today and Mark hasn't had time to review it. Mark asked

the Board to approve the demolition portion of the permit and address the building at the next meeting. Norman made a motion to approve the demolition of the barn, seconded by Bob with both in favor.

- Mark received a call from the electrical inspector regarding the state visit to the town hall. Norman advised he called the inspector who stated he was here to introduce himself to Jim Boyd and thought the existing town hall was where our offices were located. He walked in and saw Bob Fee doing work and commented on a few things that were relayed to Jim Boyd and then Bob Fee. They weren't ready for an inspection at the time but it was beneficial. There are still a few items to complete and Jim will be called within a week or two for an electrical inspection. Once it's inspected Norman will have Mark inspect the exterior walls prior to proceeding with the final phase of insulating. The warrant article was approved so they will reevaluate and proceed from that point. Mark stated the inspector also visited him in Hampton Falls since he's new. Mark met John Weston who was handling the communications wiring. He let the Board know some codes have changed and suggested he meet with Jim while the walls are open before the spray foam is applied.
- The permit for the ramp is still pending. Norman said they are waiting for the warmer weather because they still need to install a rough surface on the plywood and decide the best options for the railings.
- He met with Senator Stiles regarding Senate Bill 146. This is a new bill relative to accessory dwelling units. He presented the bill to the Board for review. It will have a big impact to a lot of towns and would be effective June 1, 2016 if it passes. This will remove a lot of the control for small towns.

Road Manager-Dave Buxton reported:

- He presented a \$25 bill for the State for an application to review the impact on wetlands as part of the permitting process for the culverts.
- Kathleen gave him the proposal from ~~Soule~~ Sewall Enterprises for a proposal to handle roadside brush cutting and sickle bar mowing. He requested they bid on the fall and summer to eliminate the sickle bar mowing. He would like to review the bid for the next meeting. Bob asked if he has any other bids. Dave did obtain another hourly rate from another vendor.
- The road reconstruction warrant article passed so he will start looking into it.
- Lynne received a response from one of the recipients of the letters regarding the snow parking ban ordinance. They would like to meet with the plow driver, a member of the Board and the road agent to discuss the issue and where to locate their mailbox that has been hit four times. Dave requests the chief of police attend. The Board had Dave review the letter and will schedule a time to meet and if appropriate will have Chief attend too.

Emergency Management- Robert Gustafson was not in attendance.

Assessing- Kathleen Felch reported the following:

- She requested signatures for the following:
 - Commercial district homes that are taxed as residential. Norman recommended waiting for all of the forms to be submitted before signing.

- Personal Property on Land of Another- She explained this needs to be completed when a taxpayer owns the land and another person owns a mobile home located on the property so they are both taxed. We only have one in town. Norman signed and Kathleen will notarize it.
- E911 maps
- Celtic Electric invoice
- Wild Pasture Road address changes to Rangeley Drive. She received four properties back this week.
- She reported that our employees were affected by the recent Anthem security breach. They are asking for children's social security numbers. Employees were given the option of a two year credit monitoring.

Tax Collector- Carlene Wiggin submitted the annual tax lien for signatures. It has decreased considerably from last year and she is expecting two more payments next week.

Town Clerk- Dawn Frost reported:

- The Board congratulated her on her new position as Town Clerk and welcomed her back.
- She appreciated Dana working last Thursday as it was a very busy day.
- She is awaiting the State audit prior to starting in the office. She submitted the necessary paperwork to Lynne for submission to the State.
- There may be a glitch with the online dog license renewal so she will look into it.
- Lynne posted the vacant deputy position
- She asked what the future plans for the town office were. Norman reported there were some issues with the Department of Labor inspection.
 - There weren't any findings with the police department other than the length of the windows.
 - The library is still non-compliant with the basement that hasn't been cleaned yet.
 - Norman suggested sharing a dumpster with the library.
 - The safety manual needs to be updated
 - He will send the Dept. of Labor a letter requesting an extension until June.
 - They still stressed installing a window for the tax collector.
 - We have not received a response yet for our lease renewal. Before spending any funds, they want to resolve this.
- Dawn asked for permission to drill holes in the cabinet for ventilation for the printer. Norman suggested asking Art to look at it.
- Once a deputy is hired and trained, there will be consistency and increased hours.
- Juli Noyes will be scheduling a rabies clinic.

Recreation Department-Members were not present.

Conservation Commission- Members were not present.

Sawyer Kensington Trust-

- Bruce Cilley relayed a suggestion from the Trust to delay the park opening due to the weather. He didn't want teams ruining the fields and it will help Lynne with scheduling.

Bob and Norman were in agreement. Norman made a motion to delay the opening until May 1st seconded by Bob with both in favor.

Building Committee Update- Norman provided an overview for the residents in attendance. He advised there was a little water in the front office which was a result of heating an uninsulated building. They consistently monitored it and it's been dry for the last week and a half. Once the building is insulated it won't happen again. Since the warrant article passed, they will engage a firm to do a feasibility study and provide a rough drawing of what they foresee the addition to the building being. Norman is meeting with the architect for a preliminary discussion. Employees will be contacted for space needs. The website will be updated as things progress. They will look to see if there is adequate parking and the safety of crossing route 150 as well as determining if a leach field can fit. If not, it will hamper the size of the project. Russell Perry asked if the study will include energy efficiency for the existing structure or if it's just a proposed layout and addition. Norman said it will include the existing building however the main hall will maintain the historical integrity and they will not rip down any interior walls. They will try to maintain a balance between historical factors and maintaining the windows. Norman said a number of sizes could be looked at but a 20x36 addition will add about 700 square feet up and down. They want it ADA compliant so it will require an elevator and stairways. They will need to determine if the building size is shrunk, is it still feasible. The existing heating system was evaluated and is more than capable to handle an addition. The current plan is to stay with the current fuel source, but they could switch to propane and remove the oil tank. Russell asked if the Board reviewed the plans from the previous architect. Lynne will send Norman the plans from the previous architect since he did not have all of them. They will organize the building committee again. Russell asked if parking was an issue, what the plans were for the warrant article if they decide early on that it's not feasible and would they stop spending the funds. Norman replied they would stop and reevaluate or they may look at purchasing a small amount of land to add to the parking. It may be possible to add parking where the police department trailer is now located.

NEW BUSINESS:

Reappointments- Norman postponed until Peter returns.

OLD BUSINESS

Administrative Assistant:

- **Library Parking** – Lynne advised the School Board meeting was rescheduled to March 18th. Lynne to draft a letter to send to the school board.
- **Septic Reviews-** Lynne presented the memo of understanding the Town has with the Rockingham County Conservation District. Norman postponed until Peter is in attendance.
- **149 South Road-** Norman did not have any updates. Lynne presented another complaint letter regarding the lighting. Norman will contact the owner one more time and will invite them to the next meeting.

- **Kuegel Pit / Fire Truck Questions for Attorney-**Norman is still working on these and will send them to Lynne this week.
- **243 Amesbury Road Unit 6 Heat-** The heat has been repaired.
- **Audit Paperwork** - Lynne presented the MS-535 and MS-232 for the Board's signatures and the draft paperwork from the auditors was given to the Board for review.
- **DOT Resurfacing Project-** Lynne was notified they will be working on Route 84 soon.
- **RPC Master Plan-**The Rockingham Planning Committee submitted their draft plan for the Board's review and there is a public hearing scheduled on April 8th if the Board would like to attend.
- **Municipal Pest Management-** Norman signed the 2015 contract.
- **Pending Litigation-** Lynne presented the attorney's response to pending litigation.
- **Complaints on Annual report-** Lynne asked what types of complaints the Board received regarding the annual reports. Norman responded they were related to the formatting and different font sizes. Some people felt there was too much information. He realizes it is a lot of work to compile the report and suggested having the selectmen proofread may help and would like to start earlier to have sufficient time. Lynne advised the reports are submitted by individual departments so she does not have control over the fonts and there is a tight deadline to submit to the printer.
- **Outsourcing IT-** Norman said the Board discussed possibly purchasing inexpensive computers for the selectmen since they use their own personal computers. They could also be issued town emails and would like them stored on a secure server. Chief Sanders recommended his IT vendor. .
- **Town Hall Sign Posting-** The Board posted no trespassing signs on the town hall since it's a construction area and they are trying to monitor who is in the building for liability purposes.

Richard Elwell was dissatisfied the town clerk did not post the sample ballot online. Linda Blood asked why the annual report isn't available prior to the deliberative session. Lynne advised they can't be printed until after the deliberative session.

Non Public Session RSA91A:3,II(a, b &c): Norman made a motion to enter non-public session at 8:33pm, seconded by Bob with both in favor. One employee, one hiring and one tax issue were discussed. Norman made a motion to leave non-public session and seal the minutes at 9:26pm, seconded by Bob with both in favor.

Bills & Mail- Bills were approved and signed.

Meeting Minutes- Norman made a motion to approve minutes from February 16, 2015, February 24, 2015, March 3, 2015 and March 6, 2015 seconded by Bob with both in favor.

Next Meeting Date-April 6, 2015 at 7:00pm at the Kensington Elementary School Library.

Norman made a motion to adjourn at 9:36pm seconded by Bob with both in favor.

Respectfully submitted,

Lynne Bonitatibus

Administrative Assistant