

**TOWN OF KENSINGTON  
BOARD OF SELECTMEN  
MEETING MINUTES  
April 20, 2015**

**In attendance:** Norman DeBoisbriand, Robert Wadleigh and Peter Merrill. Norman called the meeting to order at 6:58 pm. Norman made a motion to go into public session; Bob second the motion. Norman called for a vote; all were in favor.

***CITIZEN'S FORUM:***

No one attend the meeting for citizen's forum.

***DEPARTMENT HEADS:***

**Police Department-** Chief Scott Sanders reported:

Both Chargers are back from Adamson where additional equipment was added; worked out mechanical issues. Insurance has been added for both new vehicles. Titles for old Charger and Crown Vic have been secured from Concord. The old vehicles will be delivered to Foss Motors. A copy of the lease is being held at the Police Station.

**Fire Department-** Chief Charles Leblanc reported:

The old air packs have been cleaned and the Chief asked the Board what they would like to do with them. A discussion took place about selling them. No decision was made.

The Chief inquired about the dead trees between the library and the Fire Station. Norman asked about the "wooly eldridge" as they are a threat to hemlock trees. The Chief stated they were hit by lightning. A discussion needs to take place with the library trustees. No decision was made.

**Building Inspector-** Mark Sikorski reported:

No new permits to present to the Board. A question was asked by David Buxton about a driveway leading into the new subdivision on Wild Pasture Road. Does the driveway need to be upgraded per the sub division plan? If so David stated it appears not to be in compliance. It was brought to the attention of the building inspector, by Chief Sanders, that one house is for sale. Mark stated there has been no inspections on the property other than the foundation. There has been no inspection of the boiler system. Peter suggested seeking legal counsel on both issues. Peter made a motion to contact legal counsel; the motion was seconded by Norman and the vote reflected that all were in favor of the motion.

**Road Manager-** David Buxton reported:

Roadside brush mowing will take place June 15<sup>th</sup> thru July 1<sup>st</sup> and again in October. David will follow up on issues brought to his attention regarding Drinkwater Road. Norman made a motion to have Robert Wadleigh be the liaison between the Road Manager (David Buxton) and the Board regarding road matters, the motion was seconded by Peter; the vote reflected that all were in favor of the motion. A letter was sent to the Board regarding broken granite posts due to snow plowing. The Road Manager stated he will follow up with the home owner. There was a request to change the line items in the budget for Matrix billing. Norman made a motion to move Matrix billing from Building Maintenance to the Snow Removal under the Road Manager's budget. The motion was seconded by Peter; the vote reflected that all were in favor of the motion. David suggested he meet with the Board to discuss matters of snow plowing going forward. David stated that Mike DelSesto has provided a quote to repair the wall at the town parking lot across from the old Town Hall. Lynne held the quote based on the request of the Selectmen which asked her to bring it back up in the spring. The Road Manager feels it is time to repair the wall. The Board agreed to seek the quote and if it can't be found they will ask Mike DelSesto to submit another quote. It was mentioned by David that Mike verbally agreed to stand by his original quote.

**Emergency Manager-**Robert Gustafson reported:

Bob Gustafson asked David Buxton about the Kimball Road culvert. David stated that there is no firm commitment from the state, likely because of snow issues of the past months. David will follow up. Bob attended the Seabrook quarterly meeting. The town has a drill schedule for the coming year. Workshops/Training sessions will start in September 2015. Other workshops will take place in November and February. The formal drill evaluation will take place on April 6, 2016. The First EOP (Emergency Operations Plan) invoice has been submitted to the Board

for \$1000. The total invoice is for \$4000.00 is totally reimbursable by FEMA if the town goes through the proper channels.

**Assessing Office-** Kathleen Felch reported:

Gravel intents were given to the Board for signatures. (Welch, Richie, Seabrook)  
Norman made a motion to approve all three gravel permits, Peter seconded; the voter reflected that all were in favor of the motion. EPLT will no longer hold the Property Liability for the town in subsequent years. Currently, they insure the town vehicles and properties. Final date is April 2016. They will give suggestions to the town on new providers. Kathy mentioned they would like to have a postage machine for the town offices. Norman asked Carlene how much mail goes out for tax statements twice a year. It was well over 500 pieces of mail twice a year. She confirmed a postage machine would be helpful during tax time. Norman cited that the town has a lot of confidential information that should be shredded when discharged. Norman made a motion to lease a postage machine and purchase a shredder for the town offices, the motion was seconded by Bob; the vote reflected that all were in favor of the motion. The Board stated they are aware that some documents are needed to be retained. The Board will review the standard of retention and shredding for accountability.

**Tax Collector-** Carlene Wiggin, nothing reported

**Town Clerk-** Dawn Frost, was not in attendance.

**Recreation Department-** Members were in attendance and reported:

Jodi Lefebvre sent request to the Board regarding a grill rental and trampoline including an insurance binder. She asked about the 5K to take place on July 11<sup>th</sup>. She said they have worked with the Police and Fire departments to help with safety issues. Norman stated that he had some emails that he had not been able to address and he would like to keep a continuous dialogue with the Rec. Department regarding Kensington Days and the 5K to keep things current. He is willing to give his cell phone number to the Rec. Department so he is accessible.

**Conservation Commission-** Member present reported:

Bob Gustafson confirmed a report that the monument marking the tri-town coordinates is missing. He said that over the years two other monument markers are also missing.  
Robert Wadleigh suggested a phone call to Jones and Beaches may help to locate the missing markers.

**Sawyer Kensington Trust-** Bruce Cilley reported:

Spring clean-up has been set for Saturday, April 25. The Trust and KYAA will participate.  
The irrigation system has been turned on at the park. Hartman will be contacted to deliver the propane. The water test has not been completed because the facility was locked. Bruce stated that the water is on and the Board can schedule the test. The food license needs to be obtained, there is an annual inspection process. Bruce reported that the park calendar that lists the annual events is not up to date. He stated the on-line calendar does not have all the events. Norman stated the paper copy and the on line calendar needs to be synced. The vendor payment to Down to Earth Landscaping (Harold Bragg) was discussed. The discussion centered on whether the payments should be paid as service is rendered (monthly) or paid in three payments of \$10,000.00 + installments first payment to start in April. A discussion ensued between the Board, Mr. Bragg and Mr. DelSesto regarding a contract and making three payments instead of monthly payments. Norman stated he was not in favor of the three installment payments and should be paid as service is rendered. Norman stated he would concede for this year but the board will have to take a close look at next year. Harold stated it is a three year contract. Norman stated he was not aware of any contract. Mr. Wadleigh put forth a motion to accept 3 installment payments, Norman seconded the motion; all were in favor. Harold presented contract to the Board which covered the years 2015, 2016 and 2017. Norman stated the motion was for one year. Bob stated it was for all three years. Norman stated that was not the motion he voted for. Norman stated that he was not in favor of three year contract and the form of payment. Peter made a motion that the Board approve Harold's contract for three years for \$32375.00 per year and paid in three installment each year. Bob seconded the motion. Bob and Peter voted yes, Norman voted no. Peter and Bob signed the contract Norman did not. Norman stated that in his view it was not a valid contract.

**Building Committee Update-**none

**Other Department -** Donna Carter and Jodi Lefebvre discussed the following:

The Board has a \$1000.00 invoice for the down payment for the fireworks. The invoice will be approved in the bill payments. Mr. Lewis will be donating \$2500.00 toward the cost of fireworks. Further discussion about the management of the town calendar with regards to the usage of Sawyer Park ensued. Mike Delsesto offered insight to the administrative component to keeping the calendar, collecting waivers and insurance binders. Peter proposed that the Trust and Rec. Departments come to a short term solution to cover the events of this year and possibly seeking a longer term solution. Peter offered that the town needs a system of requesting the town park and a means to ensure the collection of waivers and confirming dates and times of the usage of Sawyer Park. Norman agreed that the website can be misleading as it has not been updated. Peter offered to meet with the Trust and the Rec. Department to get the calendar updated to ensure that it is correct to date. Mr. DelSesto offered to get together with KYAA and Exeter Youth Lacrosse to try to get the calendar updated. Norman has offered to make the Trust and Rec. Department aware of the current requests for the ball fields.

### ***NEW BUSINESS:***

#### **Safety Committee Meeting-**

Chief Leblanc asked where the town stands with regard to the quarterly meetings. Norman explained that there are concerns with the town Library being out of compliance and need to be addressed. Also, Safety Manuals need to be updated and compliant with current standards. Once the manual is complete Norman will hold a meeting in May with the Department Heads to ensure everyone is in compliance. The Safety Committee meeting will occur in May before the Department of Labor comes in June

#### **Dwelling Unit Survey-**

Norman will work on filling out the survey.

#### **Water Testing at Sawyer Park-**

Facility was locked when water test was to take place has been rescheduled for May.

#### **Wood Processing Operation-**

Bob made a motion to bring in the property owner at 33 Muddy Pond Road to discuss their intentions of his wood operation. Peter seconded the motion all were in favor, a letter will be sent requested them to attend the next Board meeting.

#### **IT Support-**

Norman discussed the Town website being outdated and not user friendly. There have been applications that have been co-mingled for the purpose of uploading documents. Earthlink has advised Norman that if this usage continues the system could crash. Norman proposed that the Board explore a vendor to create a new town website. Norman made the motion to seek a website vendor, Peter seconded the motion; all were in favor.

Norman shared concerns regarding the retention of town documents including texts and emails and documents which are often saved on personal computers. Norman suggested that the town explore upgrading the town applications so all documents and emails can be housed in one place on a town server. Norman stated this would protect town officials and workers and keep the Town compliant with the Right to Know Laws. Having a town server would also assist in a disaster recovery situation. Norman made a motion to start the process of work with an individual with the specialties in getting a town server, Peter seconded the motion and all were in favor. Robert Gustafson offered his service and his knowledge of computers to assist in getting a system in place which would also benefit town emergency management.

#### **Library Parking-**

There is now a dialogue between the library and the school. There was a request to create more parking for the Library.

#### **North School House-**

The School Board is working with the Historical Committee seeking grant for \$10,000 from the State in helping defer the cost of re-point the red brick school house. The Board of Selectmen has sent a letter of support to the State.

### ***OLD BUSINESS***

#### **Alteration of Terrain-**

The Board received a letter from the Exeter Planning Board, voicing concerns regarding the tri-town boundary marker, the access road and the storm water control. Norman shared that Kensington only has 5-7 acres involved in this request. Mr. Gustafson said there is uncertainty of effect by the alteration. Peter suggested contacting Ridgley Mauck at the DES. (Alteration of Terrain Bureau).

### **Grange Usage-**

A request for permit was filed to use the Grange for a Book and Plant Sale on May 16<sup>th</sup> from 9am-1pm. Norman made a motion to approve the request Peter seconded the motion; all were in favor.

### **Park Requests-**

There are requests for several dates to use the multi-purpose field and the Pavilion at Sawyer Park. Peter voiced some concern with the requests as they cover several dates. Norman shared that there is a request to waive the fee for the Pavilion use. Norman made a motion to waive the pavilion fee, Peter seconded the motion and all were in favor.

Donna Carter asked about the 5K road race. Norman shared he had not seen a permit request. Jodi Lefebvre said she shared information with Lynne. Norman made a motion to approve (preliminary) the 5K road race and will work with Jodi. Peter seconded the motion all were in favor. The race will be put on the agenda for the May 4<sup>th</sup> Board of Selectmen meeting.

## ***OTHER BUSINESS***

### **Bills-**

Kathleen presented bills to the selectmen for signatures. All were approved and signed. Three additional bills were presented that were not listed, ADT for the town, Registry of Deeds and Comstar. Norman started a conversation about having a set time for bills to be turned into Kathleen so that bills can be set by the time of the meeting. Other bills will be paid during the next billing cycle to eliminate walking into the Board of Selectmen meetings with new bills.

### **Non Public Session 91-A:2;I a&c**

Norman made a motion to go to a non-public session it was seconded by Bob all members were in favor at 9:25pm  
Norman made a motion to leave non-public session at 10:25pm and seal the minutes, seconded by Bob all members were in favor.

### **Next Meeting Date-**

The next meeting will take place on Monday, May 4th at 7:00pm at the Kensington Elementary School.

Peter made a motion to adjourn at 10:28 pm, seconded by Bob all were in favor.

Respectfully submitted,

Michelle Aiken