

**TOWN OF KENSINGTON
BOARD OF SELECTMEN
MEETING MINUTES
MAY 18, 2015**

In attendance: Norman DeBoisbriand, Robert Wadleigh and Peter Merrill. Norman motioned to open the meeting at 7:01pm. Peter seconded the motion and all were in favor.

CITIZEN'S FORUM:

DEPARTMENT HEADS:

Police Chief-Chief Scott Sanders reported:

He had turned over the bills to Kathleen for the cruiser. He and some of the other officers were on detail on Monday, May 18 to enforce a seatbelt safety campaign. He informed the Selectmen that he had made several stops in an effort to enforce the use of seatbelts.

Fire Chief- Chief Charles LeBlanc reported:

He is in the process of checking the dry hydrants in town, specifically the hydrants that had been damaged during the difficult winter and snow plowing efforts. The Chief presented an estimate from Matrix for repair of the hydrants. David Buxton, road manager proposed looking into safeguarding the dry hydrants using a re-bar system that could be placed to identify the hydrants during the months when the hydrants may be snow covered. Chief LeBlanc agreed that it is essential to safeguard the hydrants.

Peter made a motion to go forward with the purchase of re-bar piping to make 25-30 "identification hooks". The motion was seconded by Norman and all were in favor.

Peter then motioned to accept the Matrix bid to repair the damaged hydrants. Norman seconded the motion and all were in favor.

David Buxton then asked the Selectmen to have Chief LeBlanc oversee the project. A motion was not made, however, the Selectmen all agreed that the Chief should be involved in the project.

Bob asked the Chief about the AirPACS that the Fire Department were trying to sell. The Chief advised the Selectmen that the FD still intends to clean the AirPACS and take pictures for selling purposes.

Building Inspector-Mark Sikorski :

Mark offered several permits for the Selectmen's approval. The permits follow:

53 Cottage Road- A demolition of deck house and utility change as modular replacement home is near completion. He advised a previous permit had been taken for the new modular home which sits on a new foot print. He sighted he would oversee the changing of the utilities. Norman made a motion to approve the permit , Bob seconded the motion and all were in favor.

56 Stumpfield Road- Mark presented a plot map with setbacks for a 10' x 18' shed. After examination of the map, Peter made a motion to accept the permit. Bob seconded the motion and all were in favor.

276 South Road- A proposed chicken coop with a map outlining dimensions and placement on the property. Norman made a motion to approve the permit. Bob seconded the motion and all were in favor.

6 Rose Pedal Lane- A permit was presented to install an above ground pool with a second permit for electrical work on the site. Peter asked about fencing requirements. Mark read the requirements to the Selectmen, noting that this installation will have a movable ladder and will not require further barriers unless decking were to be installed. Satisfied, Peter made a motion to approve the permit. Norman seconded the motion and all were in favor.

281 South Road- A permit for an above ground pool with attached decking. As per the conversation of the previous permit, Mark offered that the final inspection should include a barrier check because of the decking. Mark also noted that because the house with a sliding door is an existing barrier, the homeowner will be required to install and alarm on the sliding door to meet the barrier requirements. After further discussion of the mechanics of the alarm system, Peter motioned to approve the permit, Norman seconded and all were in favor.

244 North Haverhill Road- Mark presented a permit for a 17' x 16' dining room addition and deck. A plan was presented as there was a question of a previous permit for this homeowner which was not approved due to its proximity to wetlands. Mark noted that the homeowner revised plans so as not to encroach on the wetlands. After reviewing the plans, Peter made a motion to approve the permit, Norman seconded the motion and all were in favor.

Mark told the Selectmen that the homeowner of a permit that had been previously denied because of a question of increased foot print size has decided to go to the zoning board for clarification and further information regarding his situation.

Road Manager- David Buxton reported:

He has solicited three contracts for tree removal on Drinkwater Road and Stumpfield Road. He maintained that the tree on Stumpfield Road remains a priority. Bob asked about removal of the trees on Drinkwater before the start of the reconstruction process, meaning the resurfacing of Drinkwater Road. David said that he would like the Drinkwater trees removed but Stumpfield Road creates a greater concern. He will continue to collect the bids from the tree removal services and report back to the Selectmen at the next meeting.

David reported that there are approximately 4125 linear feet on Drinkwater Road to be resurfaced. He explained to the Selectmen a process that will regenerate some of the existing gravel during the grinding process to reinforce the new gravel. He will report further developments as the resurfacing project nears.

David told the Selectmen that upon revisit to the Yarossi property on Wild Pasture Road regarding the broken granite posts, where progress has been made in satisfying the claim of the homeowner. Matrix has submitted a bill for the repair of the granite post and the homeowner has offered, as originally determined, to accept part of the cost of repair. It is still a work in progress but all parties are satisfied that an agreement has been reached and the work to make repairs will commence soon.

David asked the Selectmen about the granite post at the Town Hall. Norman maintained that the post be removed as it has been down for several weeks and is an eyesore. Discussion ensued regarding the repair or removal of the post. Norman suggested the post as it had existed may have been impeding accessibility to the Hall. David offered to remove the post, Bob suggested the chain could be cut at the previous existing post. The selectmen agreed that discussion could continue at a later time whether or not to replace the post. Norman made a motion to have David remove the post and cut the chain, Bob seconded the motion and all were in favor.

David then discussed the issue of the damaged granite mailbox post at 4 Weare Road. Bob and David discussed that in past cases like this, town council had determined repair to be the responsibility of the homeowner. While sympathetic, Norman suggested that the town send a letter to the homeowners. They will wait for response for further discussion.

Emergency Management-Robert Gustafson reported:

His contact with FEMA has yielded a helpful reimbursement of approximately \$18,000 to help offset the cost of the unusually large snow removal during the winter of 2014-2015. The specific dates of snow removal considered for reimbursement were January 26, 27 and 28 of 2015. Robert reported that Kathleen was helpful with her dealings with FEMA. He is hopeful that the funds will be offered to the town in a timely manner. He will continue to work with Kathleen and FEMA until the funds are in place.

Assessor-Kathleen Felch reported:

Joan Whitney and Peter Merrill's appointment to the Rockingham Planning Commission. Norman made a motion to approve the appointment of Joan and Peter to the RPC, Bob seconded the motion, Peter abstained from the vote and the motion carried.

Kathleen presented the Selectmen with Sawyer Park permits. The following permits were presented:

Ken and Jenny Leonard to rent the pavilion, they also want information regarding grilling at the pavilion site. There has been a request by Kathleen for the Leonard's to provide proof of liability. Peter made a motion to approve the permit contingent upon the receipt of liability. Norm seconded the motion and all were in favor. Peter noted that any request or information regarding grilling should be presented to Chief LeBlanc.

Legends Baseball has submitted requests for several dates at the ball field. Kathleen noted there is not conflict with the schedule. Chief Sanders offered that Legends brings large crowds to the park and traffic has been an issue in the past. Norman made a motion to approve the permit. Bob seconded the motion all were in favor. Peter then amended the motion that it be approved contingent upon speaking to Chief Sanders regarding police detail, Bob seconded the motion and all were in favor.

PUMA Futbol league have requested dates at the park. Norman motioned to approve the permit Bob seconded all were in favor.

Kathleen presented a permit to use the Grange Hall for a baby shower. Norman made a motion to approve the permit, Bob seconded the motion and all were in favor.

Quest submitted a permit to hold its annual bicycle race with part of it running through Kensington. It will take place on the same day as the town festival. Chief Sanders noted that Toni, at the Kensington PD, has not found any conflict with the race running on the same day as the town festival in the past. Norman made a motion to accept the permit to ride, Bob seconded all were in favor.

Kathleen told the selectmen that Terrie Steeves at the park concession stand was inquiring about the purchase of a commercial grade fry-o-lator. Bruce Cilley of the Kensington Trust advised the selectmen that the septic at the park was not installed with a grease trap and therefore was not designed for grease disposal. Bob offered that it would be irresponsible to allow a fry system with regards to the septic. The selectmen told Kathleen to make Terrie aware of the situation.

Kathleen also told the Selectmen that KYAA is hosting a night game on May 22, 2015 and Terrie had inquired about opening the concession stand that evening. The Selectmen told Kathleen that Terrie could open that night. Terrie also asked Kathleen if the Selectmen would consider looking into getting a system at the concession stand which would give her the ability to accept credit and debit cards. Discussion ensued regarding logistics, IT support and fees associated with this process. Peter suggested that they look into exploring the process and its logistics but that it is unreasonable to get anything in place for this park season.

Kathleen also told the Selectmen that the owner of a limo business/ apartment rentals at the junction of route 108 and 150 was asking about changing the existing configuration to allow for more parking spaces. A plot map was presented. All of the Selectmen questioned the intention of the owner and in fact was he the property owner. The question was raised about the change of current land usage. No determination was reached. The Selectmen agreed to ask the owner to send his request to the Planning Board.

Tax Collector-Carlene Wiggin reported:

The tax bills had been printed and mailed. Taxes are due July 1st.

Town Clerk- Dawn Frost- not in attendance

Conservation Committee- no members in attendance

Sawyer Kensington Trust- Bruce Cilley reported:

Mowing and mulching has started and may be nearly complete at the park. Kathleen reported that the water testing still needs to be completed. He asked the Selectmen about the present standing of the maintenance contract with Down to Earth. Norman told him that the attorney looked at the contract. He made several suggestions. Currently an amended contract has been sent and signed by Harold Bragg. The Selectmen have signed off on the amended

contract with the exception of Norman who did not sign the original contract. The Selectmen will attend the Sawyer Kensington Trust meeting on Wednesday, May 20 to further discuss the findings of the attorney with regards to the bidding process for multi-year contracts.

Building Committee Update-

Norman informed the attendants of the meeting that the architect will be in town on Wednesday, May 20th discussing preliminary ideas with regards to the Town Hall upgrades.

NEW BUSINESS

Mrs. Cassell was back with an update regarding the “logging” operation on Muddy Pond Road. On her sons behalf, she has been in touch with the State Forestry Division asking for clarification of a “wood selling” or “logging” operation. She also intends to approach the Planning Board to ask for special exception to possibly run a future business on her property. She thanked the Selectmen for their input and advice from the last BOS meeting. She also sought permission from the Selectmen to move between 2 and 4 cords of wood to a relative in New Hampshire. She ensured there would be no exchange of money. Peter reiterated the point that she is able to transport wood to a relative and the Selectmen were only concerned with the possibility of a wood “business” that could be occurring without special exception from the Planning Board and outside the guidelines set by the Division of Forestry. She again thanked the Selectmen.

Kathleen discussed with the Selectmen requests regarding the Department of Labor Audit. There have been suggestions that the Tax Collector be move to a more secure area in the building. The Tax Collector will be moved to a location with a door that will meet the requirements of the Department of Labor, formerly the Administrative Assistants Office.

Also discussed, as a note with regards to the DOL, the current status of the Kensington Library. The existing Library issues include the installation of EXIT signs by an electrician, which has not yet been addressed. The Selectmen also questioned whether the basement has been cleaned out yet? Norman suggested that the basement has to have a system of pathways at the very least. Peter suggested that the town get a firm commitment from an electrician so that work can be completed by the June 1 deadline. Norman asked Kathleen to contact the library to determine the status of improvement. Norman raised the issue of the town safety manual. He admitted that the document is a “live” document and will continually be updated and amended as needed, but it needs to be finalized at this stage and signed by the Selectmen.

Norman made a motion that the Selectmen sign the safety manual to present to the Department of Labor, Peter suggested they sign on Wednesday after the necessary changes to the document have been made by Kathleen. All of the Selectmen agreed to this point.

Kathleen was asked by Norman if the town has coverage regarding broken granite post that had been damaged as a result of snow removal. She will look into it and report back to the Selectmen.

The Selectmen once again agreed to send correspondence to the home owners at 4Weare Road.

Kathleen reported that the park calendar is set through May and most of June. She reiterated the point that monies and liability paperwork has been collected at the Town Office.

Norman suggested there be a representative from the Recreation committee sitting on the Sawyer Kensington Trust to help eliminate the calendar issues in the future.

The Selectmen would like to have an employee meeting with town employees prior to the BOS meeting on June 15th. The purpose will be to touch base with employees to discuss any issues they may have. The Meeting will take place at 6:00pm on June 15th.

Norman also suggested that the Selectmen meet with Department Heads prior to the budget review. The purpose will be to iron out any issues before the creation of a new town budget and take care of any unforeseen budget issues. He would like this to be a meeting separate from the BOS meeting.

There was discussion regarding the Town Hall renovation with regards to a cross walk or some other safety mechanism to ensure the safety of pedestrians crossing from the parking lot. Norman said he would like discussions to start about this safety issue. Bob Gustafson offered to reach out to the state to see what sort of “push back” the town may get on this issue.

OLD BUSINESS

The topic of IT support is currently on hold. The Selectmen agree that a committee should be formed to explore the current IT situation and upgrades that are needed. Bob Gustafson has offered his expertise when the time comes. It was suggested to contact Dennis Smith to find out if he is available to help with web design and the integration of a complete system regarding IT and security. It was suggested by Norman that IT needs budgetary consideration for November.

Kathleen presented bills to the Selectmen.

Peter made a motion to approve the estimates presented by Matrix, and by Arthur Wiggin for repairs to the Grange Hall. Bob seconded the motion and all were in favor.

The Police Department submitted bills to Kathleen for the cruisers.

The selectmen signed off on the Rate of pay for Michelle Aiken for supplying the meeting minutes.

Peter made a motion to approve and sign the bills presented by Kathleen, Norman seconded and all were in favor.

Norman questioned if Dawn Frost will hire a deputy. It was suggested that Dawn offer a clinic to citizens about on-line registration for vehicles in an effort to cut down on some of the foot traffic and wait times at the Town Hall. The discussion will be on going.

Norman made a motion to move to **Non-Public Session RSA91A:3 (a,b &c)** to discuss employee concerns at 9:12pm. Peter seconded the motion and all were in favor.

Kathleen informed the Selectmen that the Welfare Guidelines are very stringent. Norman questioned how the Welfare Director is appointed. This continues to be on ongoing discussion.

The Selectmen noted that they need to approve Kathleen’s hours if she works over 30 hours per week while covering the duties of the administrative assistant.

Bob wants to amend the meeting minutes of April 26, 2015. There is s reference to Hidden Pasture Road, which should read Wild Pasture Road.

Kathleen will notice the meeting with the Sawyer Kensington Trust on Wednesday, May 20, 2015. She will also notice the meeting with the architect on Wednesday, May 20 at 2:00pm

Peter made a motion to approve the minutes as amended, Bob seconded and all were in favor.

Norman motioned to go back into **Non-Public Session RSA91A:3 (a,b)** at 10:12. Peter seconded the motion and all were in favor.

The meeting adjourned at 10:20 pm. The next meeting will be June 1 at 7:00pm

Respectfully submitted,

Michelle Aiken

