

*Town of Kensington
Board of Selectmen
Meeting Minutes
June 15, 2015*

In Attendance: Norman DeBoisbriand, Robert Wadleigh and Peter Merrill were in attendance. Norman called the meeting to order at 7:12 pm.

Citizen's Forum:

Department Heads:

Police Chief- Chief Sanders reported:

The septic alarm came on alerting tank is at approximately 1700 gallons. Peter brought up the question of seepage as the tank was recently pumped. David Buxton offered to call to have the tank looked at on behalf of Chief Sander and the Selectmen.

Fire Chief- Chief Charles LeBlanc: Not in attendance

Building Inspector- Norman Giroux reported:

He had no new permits. He had also met with Kathleen as part of the transition into his role as building inspector. He asked the Selectmen about obtaining updated manuals for his position. Norman DeBoisbriand asked him to prioritize his list of manuals and they would begin obtaining the manuals slowly. He also asked the Selectmen about taking classes to ensure he is up to date with state regulations and codes.

Road Manager- David Buxton reported:

The dead trees on Stumpfield Road and Drinkwater Road have been removed. He told the Selectmen that roadside cutting will commence on June 29th. David mentioned to the Selectmen that he is getting ready to solicit bids for the Kimball Road culvert project. He will wait until the \$200.00 filing fee has been paid and the town receives state approval. He informed the Selectmen that the bid sheet has gone out to the following vendors for the resurfacing of Drinkwater Road: Bell & Flynn, Barrasso and Pike Industries. He told the Selectmen that the Sand and salt delivery is forthcoming and he would like a work session to get a breakdown of the plowing and shoveling for the town. Norman made a motion to allow David to solicit the three bids for the resurfacing project. Peter seconded the motion and all were in favor. Peter then asked David to ensure that Kimball Road plans were created under the most current state codes. David said he would look into the matter.

Emergency Management- Robert Gustafson reported:

FEMA has accepted paperwork and has signed ensuring the Town of Kensington will receive just over \$18,000 to help offset the cost of the three-day snow clean up on January 26 thru January 28. He thanked Kathleen for her assistance with paperwork filed to the state.

Bob informed the Selectmen that he has a new homeland security liaison, Elizabeth Lufkin.

He informed the Board that he will continue to seek information from the state regarding a crosswalk from the parking lot to the Town Hall. He agreed that the issue continues to be line of sight. The Selectmen thanked him and asked that he continue to ask questions at the state level.

Assessing-Kathleen Felch

Kathleen showed the first draft of a grilling permit that had been crafted by Chief LeBlanc for the park pavilion. It was printed on town letterhead. The Selectmen liked the permit but questioned whether it should be presented to council to approve the language and ensure the waive of liability to the town. Norman motioned that they present the grilling permit to town council Peter seconded the motion and all were in favor. The Selectmen once again asked where the grilling could take place in the park. Kathleen noted that there is a designated area for grilling. Kathleen presented an application for membership to the Kensington Fire Department. The candidate is currently an EMT but would like to take the necessary steps to become a member of the fire department. The Selectmen looked at the application. Norman made a motion to hold the application until the Selectmen can sit with Chief LeBlanc. Peter seconded the motion and all were in favor.

Kathleen presented the Selectmen with a permit for use of the pavilion on June 27, involving approximately 20-25 people. Peter made a motion to accept the permit and Norman seconded the motion. All were in favor.

Kathleen then presented two (2) intent to cut permits for 142 Powder Mill Road. There was discussion about the company, Greenleaf Products of Ossipee, New Hampshire. Peter questioned whether they were removing ash

from the cut site. He felt they may be removing the bark at the site to make it more difficult to determine ash during transport from the site. Norman made a motion to accept the intent to cut permits and Bob seconded. Peter recused himself from the vote. The motion passed.

Town Clerk- Dawn Frost

Dawn discussed the warrant for unlicensed dogs in town. She also presented the list of violators. Norman asked about the fees involved for an unlicensed dog. Dawn told the Selectmen that there is a \$25.00 fee for those in violation, there is also a \$7.00 handling fee. Chief Sanders supported Dawn's argument that it is extremely time consuming to deal with unlicensed dogs. Peter offered that there is an underlying concern that unlicensed dogs may also be out of compliance with Rabies vaccinations. Norman would like to further discuss the fee schedule and how the fees are distributed to the town and the state. This will likely happen at a later date. Norman told Dawn she could print the warrant.

Dawn asked the Selectmen for permission to purchase a gift certificate to thank Paul Paquette for his assistance with IT issues in the office. Kathleen supported the fact that Mr. Paquette work for several hours without charging a fee for his service. The Selectmen agreed she could do this.

Dawn informed the Selectmen that her office would be closed the week of June 15. She also presented a candidate for Deputy Clerk to the Selectmen. She told the Selectmen that the candidate was told she could begin working by Dawn. The Selectmen said Dawn would have to follow the process in place by the town for hiring employees. They asked to see the resumes of her top candidate and the others she felt were strong candidates for the job. The Selectmen will look at the resumes and get back to Dawn with their opinion before a Deputy is hired.

Recreation Department- not in attendance

There were no members in attendance but Kathleen Felch informed the Selectmen that Kelsey Plourde had submitted a list of employees for the summer camp. The employees over 18 will go through a state background check. Norman made a motion to accept the list, Bob seconded the motion and all were in favor. Kathleen then offered Kelsey's concern with the use of cell phones during an emergency, as there is questionable cell service at the park. Norman suggested that Kelsey ask the Rec. Department for assistance in finding a solution. Peter noted there is a hard line at the park. He also expressed concern with summer camp employees using cell phones and it being a distraction from the responsibility of tending to the campers. The issue was not resolved. Norman also expressed concern for the Counselors in Training, as they are not being paid and they are not employees of the town and would the town be liable for an injury to a CIT? Chief Sanders offered to give Kathleen a standard waiver that has already been approved by council to absolve the town of liability. The Selectman agreed this would be a solution to the issue. Chief Sanders gave Kathleen a copy later during the meeting.

Conservation Committee- Sydney Goddard

Sydney and guest, Jeremy Lougee from the South East Land Trust (SELT) came to ask the Selectmen to sign their application to the State of New Hampshire for Grant money to support the conservation of a particle of land on Stumpfield Road. It is land owned by Harold Bodwell and the conservation committee will be conserving one particle at a time, encompassing 100 acres over time. Sydney and Jeremy explained that the application would be appear stronger if it was signed and supported by the Selectmen of the Town. They presented a map of the area to be conserved with the grant. The application is one of the Land and Community Heritage Investment Program aka LCHIP. They assured the Selectmen that the town is not being asked to match the grant should it be awarded but only to help its strength at the state level. Peter made a motion to have the Chairperson of the Board sign the LCHIP application for the conservation committee. Bob seconded the motion and all were in favor. Norman then signed the application and Kathleen notarized his signature. The Selectmen thanked Sydney and Jeremy for their efforts on behalf of the town.

Sawyer Kensington Trust- no members in attendance

New Business:

Kathleen mentioned that Mammoth Fire Service which provides service to Kensington Elementary, The fire Station and the Library would like to have additional individual to the Call List. Presently Chief LeBlanc is the only one on the list. Police Chief Sanders agreed there should be others on the list.

Kathleen once again told the Selectmen that they need to contact Avitar regarding Litigation of Fairpoint Appeals. The current appeals are being handled by Upton & Hatfield. The Mitchell group has offered their services to the town. Norman asked to table the issue until Kathleen gets in touch with Upton & Hatfield to find out the current state of affairs as the town has already paid this party and they have all of the town background. This discussion will continue at a later date.

Kathleen changed the format of the building permit to clean up the look of the document and to make it more user friendly. The Selectmen like the new look but continue to question the fee schedule with regard to building permits.

Mosquito data was collected and results have been shared. There is a list of the pools tested and the species that were found.

There will be a special meeting in October to present a warrant to the town to approve \$650,000 to complete the proposed addition and renovation of the Town Hall.

The Selectmen need to respond to Doug Mansfield regarding dates that the old Town Hall was used and when town officials and employees moved to the new location. Peter said he has been looking through the town minutes to determine the start and stop times of usage of the town hall. Kathleen offered that it may help to use the town ledger to narrow in on the dates.

Peter made a motion to approve the MD&A (Management Disclosure and Analysis) as presented with corrections. Norman seconded and all were in favor.

Kathleen presented the bills for signatures.

Non-Public Session RSA91A:3,II (a,b,c,d,e,i) Norman made a motion to move into non-public session at 8:44pm. Peter seconded the motion and all were in favor. Three employees were discussed. Norman made a motion to leave non-public and seal the minutes at 10:06 pm Peter seconded and all were in favor. Norman then made a motion to return to non-public session to discuss an employee at 10:07pm. Peter seconded and all were in favor. Norman made a motion to leave non-public and seal the minutes at 10:12 pm. Bob seconded the motion and all were in favor.

Norman made a motion to approve the minutes from May 18 and June 1. Bob seconded the motion and all were in favor. Peter recused himself from voting to approve the June 1 minutes as he was not at the meeting. The minutes were approved.

Norman made a motion to leave public session at 10:28 pm. Seconded by Bob with all in favor.

The meeting adjourned at 10:29pm. The next meeting will be on July 6, 2015 at 7:00 in the Town Hall.

Respectfully submitted,

Michelle Aiken