

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

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

CITIZEN'S FORUM

DEPARTMENT HEADS

Police Department- Chief Scott Sanders-not in attendance

Fire Department- Chief Charles LeBlanc -

Chief LeBlanc came into the meeting later and asked about the Grilling Permit for the town park. Chief LeBlanc asked if it was enough to have one of the Selectmen sign the permit. He explained that he would like to be compensated if he needs to seek permits for signature. He explained that New Hampshire is exempt from grill permits (both gas and charcoal) The Selectmen explained that they had sought council regarding the permit. Peter suggested that Chief LeBlanc could sign electronically if Kathleen would send the permit requests via email. Chief LeBlanc agreed.

Building Inspector- Norman Giroux-

Norman presented a permit for a sign to be put on the granite post at the "Food Barn" at Eastman's Farm located at 244 Amesbury Road. Peter questioned the size of the sign. Norman reported the sign to be 16 square feet. He reported the sign falls within the limits for the town. Peter made a motion to approve the permit. Norman seconded the motion and all were in favor. There was discussion regarding signs that are not free standing but attached to the building. There was no definite determination made.

Norman told the Selectmen that Bruce Cilley had presented him with a site plan to change the existing handicap ramp at the Country Brook Restaurant site. Peter questioned whether there would be an expansion of current use i.e. using the deck as a serving area. Norman did not believe this to be the case. There is currently no need for a building permit at this site as only windows and siding are being replaced. Peter asked Norman to invite Bruce to the next Planning Board meeting to discuss intentions for the site in question.

Road Manager- David Buxton-

David reported that the roadside mowing is 1/3 complete. Roadside mowing will resume immediately. He told the Selectmen he has extended bids for the Kimball Road culvert project. He explained that the Conservation Commission has expressed concerns regarding the machine cleaning procedures used by prospective bidders for this project. Bob Gustafson supported David's statement explaining the Conservation Committee is concerned that anyone awarded the culvert project has protocol in place to properly clean their equipment so it does not bring invasive species to the Kimball Road area. Their concern is with the plant life in that area.

David also reiterated his concern with the property at 39 Wild Pasture Road. He told the Selectmen that the original permit for upgrades to the driveway was signed on July 14, 2014. The Selectman agreed to draft a letter to the contractor to address David's concerns.

Emergency Management- Robert Gustafson-

Robert reported to the Selectmen he is waiting for the Seabrook grant okay.

Assessing Office- Kathleen Felch-

Kathleen reported that the Pinnacle Center would like to rent the entire park on August 29 for an event. Norman motioned to approve the Pinnacle permit. Peter seconded and all were in favor. There is a request for the park for August 23rd for a birthday party. She did not have insurance binder so the Selectmen opted to sign at a later meeting once insurance has been obtained.

Kathleen asked the Selectmen if they would like to have Donahue/Tucker retain the franchise agreement files for ten years and then they will destroy the files. The other option is to obtain and retain the files in town and destroy once the retention period has ended. Peter made a motion to have the attorney keep the files at the current facility and destroy the files after proper retention. Bob seconded and all were in favor.

Kathleen presented the bills for signature to the Selectmen. Charlie also presented later bills to Kathleen for signature (CPR refresher course, Banister Electric for new main panel and breakers). Norman questioned a bill from BIO-

Spray. Kathleen reported that the adult softball team had contracted them to spray for mosquitos but it was separated from the town budget. The Selectmen discussed who decides to do additional spraying? The Selectmen expressed a wish to know when spraying is happening in town. They expressed concern in knowing what is being sprayed and where it is being sprayed. They will continue their discussion with the Recreation Department.

Peter made a motion to approve the bills for signature. Norman seconded and all were in favor.

Tax Collector- Carlene Wiggin-

Nothing to report this week.

Town Clerk- Dawn Frost- not in attendance

Kathleen reported on Dawn's behalf that there will be a fee increase for vital statistics, car registrations, and marriage licenses. The fee will generate more revenue for the town and it will remain in the town. Norman suggested this information be put on the website. She also reported that FEMA was looking for the town Natural Resource inventory. Bob Gustafson told the Selectman that Sydnee Goddard could supply that information.

Recreation Committee- No members in attendance

Conservation Committee- Nothing to report.

Sawyer Kensington Trust- No members in attendance.

Building Committee- No new updates.

Kathleen reported to the Selectmen that there has been cutting without permission on the Felch property at the Sawyer Trail at the end of Cottage Road. Kathleen also reported that many posted signs along the property line have been taken or have gone missing. Peter asked about the trails and the trail club that used to maintain or make the trails. Bob Gustafson offered that they are no longer in existence. Google map offers trails that are on private land and that have not been granted easements through the town. The Selectmen offered that the public trails are difficult to determine through the town website. They all agreed that the trails in town can be highlighted somehow on the new town website. The Selectmen will ask Bruce Cilley if he has any knowledge of anyone putting trails on Google.

NEW BUSINESS

A New router will be purchased for the town offices. It is the Sonic Wall recommended by the state. It is compatible with the Avitar system and Clerk Works and will not interfere with car registrations. It is portable. The town will seek an IT professional to install the new router and help troubleshoot. Peter made a motion to purchase the new router. Norman seconded and all were in favor.

The Selectmen would like to have those employees that have documents at the Town Hall Meeting room be allowed to go through the documents and purge what does not need to be retained per the retention schedule of the Town of Kensington. They would then like to purchase more file cabinets to house the sensitive documents properly. They would like to arrange for proper shredding of the documents that do not need to be retained. Norman motioned to have those employees that have records at the town hall be allowed to go through the documents for the purpose of purging or retaining. Peter seconded the motion and all were in favor. Norman suggested that there are sensitive and fragile historical documents that should be donated to the library.

The turf care vendor contract has been sent out to be signed. It falls under the umbrella of multi-year contracts which the board is currently addressing. Richard Elwell noted that trash pickup is also a multi-year contract. Norman noted that the snowplowing contract might also be a multi-year contract.

Norman spoke to Chris Batchelder regarding trash and recycling pickup. Chris ensured Norman that he does not mix trash and recycling and he does recycling pickup on the 5th Tuesday. Chris does not want to amend his current contract.

OLD BUSINESS

IT and website support are still considerations of the town. There is no money in the current budget set aside for the purpose of IT or website upgrades but it will be revisited in the next budget cycle.

The Town has received a building violation complaint. The complaint cites a bathroom renovation on commercial property without a permit. The Selectmen will send a letter to the party to ask them to attend the next BOS meeting.

The question of cutting on the Kensington Equestrian Center property was posed to the Forestry Division. They determined that there was not enough logging to warrant a permit. Peter suggested that the Selectmen write a letter asking the intention of the land with regard to an apparent manure pit.

Norman made a motion to move to non-public session RSA91A:, II (a,b,c) at 8:10pm. Bob seconded the motion and all were in favor. Two issues of hiring were discussed; one issue of discipline and one investigational issue were discussed.

Peter made a motion to leave non-public session and permanently seal the minutes at 9:45pm. Bob seconded and all agreed.

Peter made a motion to adjourn the meeting at 9:45pm. Bob seconded and all were in favor.

Respectfully Submitted,

Michelle Aiken