

**TOWN OF KENSINGTON
BOARD OF SELECTMEN
MEETING MINUTES
January 18, 2016
7:00 pm Kensington Elementary School Library**

In attendance: Norman DeBoisbriand, Robert Wadleigh and Peter Merrill.

6:00pm

Prior to the start of the meeting, the Board invited town employees and department heads to gather for an update regarding the progress of the town hall addition and renovation. They also asked employees for questions and concerns about the project.

Norman noted the following updates regarding the renovation project:

- The walls are 90% studded in the addition portion of the building
- The footprint for the offices exist
- The addition is approximately 75% complete
- Wiring for the downstairs addition is 30%-40% complete
- The evidence room, gun storage and town storage rooms are wired
- Work is presently going on in the shower/bathroom area
- Trusses for the new roof are being delivered on Wednesday
- They are using a zip-board system which will be weather tight once the seams are taped
- Roof should be complete by next week
- Thursday and Friday (January 21,22) should bring a lot of activity in the parking lot, Chief Sanders has been made aware
- Plan to complete evidence room first
- Decision will be finalized whether PD will move in while construction is still going on
- Otis Elevator has been contracted
- Looking for a heating contractor
- Looking for insulation contractor
- John Weston will be used for communication
- Employees will be contacted regarding office set up for rough wiring purposes
- Conduit will be placed underground for communication system, Unutil will inspect.
- Building will have a 3-phase power system
- A new propane tank will be replacing the old one
- A handicapped ramp will be installed with pre-cast pillars to frame the ramp
- Windows are ready for delivery, they will be installed once roof is complete
- A unique commercial door with a handicapped button has been ordered
- Chief Sanders will be involved in the meeting with security system, there is time to make any necessary changes
- Chief Sanders received email confirmation that the lockers are ready to ship on February 23, 2016. They are coming from Ohio
- Unutil will do a load analysis on the building
- Office furniture will be determined based on funds available
- As a government building, there is a predetermined color scheme
- There will likely be hard surfaces like ceramic tile downstairs
- 3 areas in the old section are Office of Emergency Management, a breakroom and an office for the Selectmen
- The new section upstairs will house the offices for the town clerk, the tax assessor and the assessor's office
- Furniture discussion will resume in May
- Later in the year there will be discussions regarding paving and landscaping
- Building will have a propane generator

Other ongoing discussions include the consideration of LED lights for the building, electrical requirements. Bob Gustafson noted there may be grant money to assist with the Office of Emergency Management. He will continue to investigate. Chief Sanders asked about a radio base station with speakers in the evidence room, hallway and patrol room for the purpose of communication

Dawn Frost asked about windows and doors for the town clerk's office and the tax collector's office.

There were also brief discussions about signs in the building. There was also a discussion about a private entrance for the PD rather than having to walk through a public entrance, if deemed necessary.

Norman told the employees they will host another meeting to continue to entertain the finer points sometime in April. Both employees and Selectmen agreed they are very pleased with the progress to date.

Norman made a motion to open the public meeting at 6:52pm Peter seconded and all were in favor.

Harold Bragg spoke as the election moderator about the voter id law. He noted that in the past there has been tension and difficulty when a voter comes to vote without an id. In the past if a voter is recognized by an election official they have been allowed to vote. Mr. Bragg suggested there is legislation in place in New Hampshire known as the voter id law, which places a uniform process for voters without id. Mr. Bragg would like to enact a policy as moderator that even if an elected official recognizes a voter they will still have to fill out a form. He stated that the procedure he is looking to implement has been done through the Secretary of State's office, who also states that the moderator has the authority to enact procedures for the orderly process of elections. Mr. Bragg asked for the support of the Selectmen regarding the policy. The Selectmen agreed that any election official, sworn in the day of the election, as stated by Mr. Bragg, should adhere to the policy. Mr. Bragg presented the Voter authorization Form that will be required of voters without id. Peter made a motion to support Mr. Bragg and the other election officials regarding the NH voter id policy. Bob seconded and all agreed.

Norman made a motion to open the public hearing session of the meeting. Bob seconded and all were in favor. The public hearing began at 7:00pm.

The purpose of the public hearing is to change the Building Permit fee split of funds. The building inspector currently receives 40% of the fees collected from building permits. The Selectmen propose to change the Building Inspectors allocation to 60% of these fees and for the town to retain the remaining 40%. This authority was given to the Board of selectmen in a town vote on March 11, 2014 and is explained in Zoning Ordinance Article VIII; Section 8.1.2C Building Ordinance.

Second, proposed amendments to Kensington Zoning Ordinance, Article VIII Building Ordinance; Section 8.1 by adding section A3 and renumbering and amending section B 1&2 and addition of definition. The addition of definition will more clearly define when a building permit is required and when one is not required. The Building Ordinance will now read as follows:

A. A permit is required for:

1. A new structure, addition, decks, remodeling, or manufactured building when the value exceeds \$2000. The value shall be based on labor costs- (including the value of self-provided labor), material costs and other costs excluding land;
2. The demolition of a structure;and
3. Any swimming pool, except those that are dismantled each season
4. A free standing structure exceeding 120 square feet, as measured from outside.
5. Any handicap ramp

B. A permit is not required for:

1. Minor alterations, repairs and general upkeep of existing buildings under \$2000.
2. Replacement of in-kind roofing, windows and siding

Definition of In kind- in the same way; with something similar

The Selectmen set a value of self- provided labor at \$20.00 per hour.

Norman made a motion to accept the changes. Peter seconded and all were in favor.

Peter made a motion to set a dollar amount of \$20.00/ hour as the rate of self-provided labor. Norman seconded and all were in favor.

Peter made a motion to accept and add #5- any handicap ramp to the list of permit requirements. Norman seconded and all agreed.

Norman made a motion to accept the proposed building ordinance. Bob seconded and all agreed.

Norman informed the attendees that there would be a question and answer section included on the webpage dedicated to the building inspector.

Peter made a motion to leave the public hearing and return to the public meeting . Norman seconded and all were in favor.

Citizen's Forum

Department Heads

Police Department- Chief Scott Sanders

Chief Sanders informed the Board that he will be attending a law enforcement class in Massachusetts hosted by Penn State.

Fire Department- Chief Charles LeBlanc- not in attendance

Building Inspector- Norman Giroux

Mr. Giroux presented 3 building permits for approval, they follow:

- 231 South Road- Solar panel installation

Peter recused himself. Norman made a motion to accept the permit, Bob seconded and the application was accepted.

- 46 Muddy Pond Road- repair and replacement of sections of vinyl siding and several windows and rotten sills. Also paneling to a 4 season room and 5 new windows. There has not yet been payment for permit.

Bob made a motion to accept the permit pending payment, Norman seconded and all agreed.

- 12 French's Lane- a temporary wheelchair ramp. Norman expressed concern to the Board because the homeowner does not want to install a railing. He explained this will not meet code without a railing.

The Board agreed they will seek legal on this matter and did not approve the permit at this meeting.

Road Manager- David Buxton

David noted that at the second snow fall of the season, plowing and shoveling have worked out. Some issues which occurred during the first snowfall.

Along with David Buxton, Chief Sanders offer the Selectmen a letter to the state regarding overgrowth on route 150 in Kensington. The Selectmen signed the letter. The Board will await response.

Peter made a motion to approve the letter to the state : NH Department of Transportation, division 6 regarding the Japanese Knotweed. Bob seconded and all agreed

David told the Board that when there is an intent to cut or excavate the Board along with the Road Manager will give notice as to the best truck route.

Emergency Management- Bob Gustafson-

Bob reported he has (5) new maps from the EOC for tracking radioactive plumes. He noted that February 10 is the next drill in preparation for the exercise for Seabrook on April 5.

Tax Assessor- Carlene Wiggin

Carlene presented a tax abatement for a camper that is registered at Green Gate. The Board questioned the abatement and did not approve pending further information.

Town Clerk- Dawn Frost

Dawn asked about a pending computer purchase and if the purchase will occur before the primary on February 9. The Selectmen informed Dawn the new computer will not be purchased on time for the election. They requested she take the current computer to Byte Fixx for upgrades. Dawn told the Board she has election training in Derry, NH on Thursday. Dawn and Peter will also meet next Monday at the Library for training with *accu-vote*.

Town Assessor- Kathleen Felch

Kathleen presented an application for the park for a wedding in July. The Board raised the question of alcohol service at the wedding. There was uncertainty regarding alcohol service and the Board asked for clarification from the applicant. Kathleen noted she told the applicant they would need a police detail if over 100 people. The Board and the Chief of Police discussed having the applicant get a request form for the service of alcohol. The permit is currently on hold pending the issue of alcohol. Kathleen will get further clarification.

She presented two appointments; the first was for a firefighter, which was put on hold pending information about background checks for firefighters and information from the current policy manual.

The second appointment was for Robert Nolls to the ZBA. **Bob made a motion to approve the appointment, Peter seconded and all were in favor.**

Kathleen presented an intent to cut at 154 South Road. Norman asked for the definition of land that is listed as “unproductive”. The intent remained unapproved at this meeting.

Kathleen presented a schedule of Ambulance fee rates which are set by Anthem. Chief LeBlanc asked that the Selectmen sign. They declined to sign at this meeting pending further information.

Kathleen presented a letter to be sent to Joan Webber regarding historical books for which she supplied supporting documents at a meeting late last year. Mrs. Webber has asked to remove books from the Kensington Public Library to be placed in a “vault” at the town hall. The Board did not recognize there was a vault at the town hall. Further discussion regarding the historical books will continue at a later date. Norman suggested that nothing be removed from the library at this time.

Kathleen presented quotes from two insurance companies for liability coverage for the town. The current company will no longer cover the town as of July 1, 2016. The board looked at both proposals but felt the presentations from the two companies could not be compared fairly due to the nature of the proposals. The Board felt they could not accurately compare coverage and asked Kathleen to get more information from the companies so they could more accurately compare coverage to make an informed decision. Kathleen agreed.

Kathleen informed the Board of the intent by Avitar to assess Solar Energy. The discussion will continue.

Kathleen informed the Board that a vendor has been found to print the town report. They will use Minuteman Press. She noted that the Board needs to discuss and determine a dedication page.

She told the Board they need to sign warrant articles and the budget before January 25, 2016.

Kathleen presented the quote from Hartmann Oil and Propane for the removal and replacement of the propane tank at the town hall. The proposal includes the removal of the old tank, credit for propane remaining, a new 500-gallon tank, installation and the underground gas line. The proposal total is \$1740.00. **Peter made a motion to accept the proposal as presented. Norman seconded and all were in favor.**

Kathleen noted that the Kuegel Pit is still under consideration with town counsel. Finally, Kathleen presented bills for signatures.

Peter made a motion to move to non-public session RSA91-a:3, II(a,c,e) Bob seconded and all agreed. Three personnel matters were discussed and two legal matters were discussed. One matter of reputation was discussed. Non-public session began at 9:53pm.

Norman made a motion to leave non-public session at 10:20pm. Peter seconded and all agreed.

Norman made a motion to permanently seal the non-public minutes at 10:20pm. Peter seconded and all agreed.

Norman adjourned the meeting at 10:21pm. The next BOS meeting will be held on February 1,2016 at the KES library.

Respectfully Submitted,
Michelle Aiken