

**TOWN OF KENSINGTON
BOARD OF SELECTMEN
SPECIAL MEETING WITH SAWYER KENSINGTON TRUST
HELD AT THE PINNACLE LEADERSHIP CENTER
199 SOUTH ROAD, KENSINGTON**

In attendance: Norman DeBoisbriand, Robert Wadleigh, Peter Merrill, and members of the Sawyer Kensington Trust.

Bruce Cilley began the meeting at 7:03 pm. He recognized the Board of Selectmen with the understanding they had been invited to the meeting to discuss several issues, primarily the results determined by the town attorney with regards to multi-year contracts and the bidding process to obtain multi-year contracts within the Town of Kensington.

Norman informed the Trust that the RSA contends that the Selectmen can't bind the town into a multi-year contract unless money has been appropriated for the total contract. Norman told the members that there are two ways to get the entire amount of a multi-year contract appropriated. The monies can make up a line item in the budget or there can be a warrant article put before the town. Norman used the contract with Harold Bragg and Down to Earth as an example of a multi-year contract. He informed the Trust that that contract did not have all monies appropriated and under advisement of the attorney, the Selectmen have made agreeable amendments to the contract to protect the interests of the Town of Kensington. He noted that the other multi-year contract is that with the fertilization company which tends to Sawyer Park. Norman noted that the town is able to enter into a contract for one year with a second and third year as options whereby the town is protected if the budget does not support the option years. Norman suggested that these conditions should exist for all multiple year contracts.

Norman then spoke about the bidding process for contractual work in town. Mike Delsesto offered that when the bid went out for the park maintenance, there was a specification sheet and a list of dates for work at the town park. Norman offered a "sample" request for proposal sheet that would make the bidding process in the Town of Kensington more uniform, whereby all contractors are being held to the same requirements and are offered the same specification information. Going forward this would be a document available at the town offices. Included in the request for proposal will be the actual contract as well. This in the hopes of avoiding any misunderstanding between the town and potential contractors including an outline of the terms of payment. Norman assured everyone that this is a sample document, but a solid jumping off point to creating a proposal sheet and uniform contract for the Town of Kensington. He noted that in March the town will put out a warrant article to adopt the RSAs to begin the process of creating a document for the bidding process and contracting vendors. Norman offered that this proposal sheet will leave room for negotiation by the board and the vendor.

Norman requested that the Selectman and the Trust try to amend the "contract" with Gary Cowen regarding the fertilizing the park so there is no question about his commitment going forward with his multi-year "contract".

Norman also noted that the attorney unequivocally told him that a selectman should not be sitting on the Sawyer Kensington Trust as the Selectmen vote upon items brought forward by the Trust. He did note that it is important for the two entities to work together. Norman suggested after being questioned by Donna Carter, that the town might be liable for conditions created by the Trust. Norman noted that the Trust could not enter into a contract on behalf of the town, thereby eliminating the issue of liability. Mike DelSesto offered that the Selectmen and the Trust could get together during the bid process so the Selectmen can gain understanding of the needs of the Trust. Norman agreed.

The Trust offered a plan for changing the drainage behind the bathrooms near Field C, to also create a play area for children. There is currently a danger to children playing too close to the parking lot. Landry Survey was brought on board as well a civil engineer. The preliminary plans were presented to the Selectmen. Discussion ensued regarding the plans and the issues of concern such as the disbursement of water and the effect on the neighbors of the Park. The Trust ensured the Selectmen the plans do not encroach on the wetlands. This evening was the first look at the plans provided for both the Selectmen and the Trust members. The Trust and Selectmen had an in depth discussion of the plans. As this is a first step, there were no decisions made about going forward with the project without further consideration and investigation.

Bruce Cilley told the Selectmen and the board of Trustees that the artist that created the sculpture of the Draft Horse in front of The Farm has donated a sculpture for the Park. All agreed that the sculpture donation is generous but may not be keeping with the "feel" of the Park and a decision will be made at a later date regarding the sculpture and its placement in town.

Donna Carter mentioned the issue of Park maintenance. Bruce and Mike both agreed that it has been several years since they have water sealed the buildings at the park. The Selectmen gave the Trust a verbal okay to do a maintenance walk

through at the Park.

The Selectmen excused themselves from the Trust meeting to tend to town business.

Norman made a motion to enter into public session at 7:57pm. Peter seconded the motion and all were in favor.

Kathleen presented the Selectmen with a few different drawings given by the architect regarding the improvement/expansion project proposed for old Town Hall. The Architect offered that a retaining wall would provide adequate parking for the town hall in its intended future use. There is enough space for parking, as it exists without the retaining wall. The floor plan included an expanded Police Department section by 10 feet. Chief Sanders has requested two bathrooms, a shower area, a locker room and an interview room. There was some question regarding the space required by the EOC (Emergency Operations Center) Kathleen ensured the Selectmen that the Architect can make amendments to the design to accommodate all parties. The Selectmen reviewed the plans and discussed alternatives to create the best possible use of the space. The architect provided several different options for windows and exterior accommodations. The Architect took in to consideration the present and existing gables of the town center. After consideration of space required for the EOC the Selectmen agreed there would be more than enough storage space including room for four offices and two unisex bathrooms. The Selectman agreed that it would be a rare occasion that the EOC would need a secondary, secured area in the event of an emergency. The final plans will be ready in about four weeks, close to the end of June. The Selectmen agree that they should speak to the Architect regarding a working floor plan.

Norman made a motion to approve the Town of Kensington Joint Loss Management Committee Safety manual. Peter seconded the motion and all were in favor.

Donna Carter was asked about maintaining the Park calendar; she maintained that she is too busy. Mike DelSesto suggested that the Trust could maintain the Park calendar. Everyone agreed that all liability and fees would continue to go to the town office. Mike DelSesto also took responsibility for the lights.

The Selectman discussed adult co-ed softball that will play Monday thru Thursday beginning June 15 through September 1st on Field C. The Selectmen agreed that they should try to track the energy usage at the park regarding the usage of the lights.

The Selectmen agreed that there should be a hiring process for the summer recreation department as those workers are town employees. The Selectmen agreed that Kelsey Plourde should bring the applications to the town office for approval. Donna Carter suggested the Selectmen should review past meeting minutes to ensure liability regarding the summer camp program. Discussion ensued about background checks for summer employees.

Kathleen presented several bills for the Selectmen to approve and sign. Two were refunds, one for a DMV concern the other for a cancellation at the park.

The Matrix estimate came in for the work on the Yarossi property. Kathleen offered that LGC stated that the Town could submit a claim for damages there would be an investigation and they may go after the insurance company of the snow plow company. Mrs. Yarossi has expressed a desire to use the original company that installed the fence. The Selectmen approved \$2057.00 for the repair of the Yarossi fence, which is less than the Matrix estimate. It will be taken from the snow budget line.

Dennis Smith has agreed to take a look at the town IT. He will then create something for the Town to look at. Peter made a motion to get Dennis Smith into take a look at the current IT system of the town as long as there is no charge involved. Norman seconded the motion and all were in favor.

The Library basement has been cleaned out and the electrician will be in by May 27th.

Ridgley Mauck will do a walkthrough of the Kuegel property. Mr. Kuegel maintains that there is now grass growing at the pit location.

Norman made a motion to move to non-public at 8:45pm. Peter seconded the motion and all were in favor.

Norman made a motion to leave public session and seal the non-public minutes. Peter seconded the motion and all were in favor.

Norman motioned to adjourned at 9:02pm; seconded by Peter, all in favor.

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

Respectfully Submitted,

Michelle Aiken