

**TOWN OF KENSINGTON
BOARD OF SELECTMEN
MEETING MINUTES
November 3, 2014**

Approved January 5, 2015

In attendance: Robert Wadleigh and Peter Merrill were in attendance. Peter called the meeting to order at 7:08pm.

CITIZEN'S FORUM:

DEPARTMENT HEADS:

Police Department-Chief Sanders was not in attendance.

Fire Department- Chief Leblanc reported:

- He submitted points for the distribution of their annual allotment. The Board reviewed and approved them. Bob made a motion to accept it seconded by Peter with both in favor.
- The Kingston Fire Department sent the department a letter thanking them for their mutual aid for a structure fire last weekend. Kensington responded for five hours. The family lost everything and their two pets perished.

Building Inspector-Mark Sikorski presented the following building permits:

- Milbury, 179 Drinkwater Road, farmer's porch. Peter made a motion to approve the permit as presented, seconded by Bob with both in favor. Peter suggested advising the homeowner to apply for an electrical permit if needed. Mark will let them know.
- Unutil, Drinkwater Road, two dugouts and one press box. Mark submitted a letter to be given to the homeowner to be sure they abide by the state regulations for the stairs and height for the press box as well as let them know the electric permit is separate. Peter made a motion to approve the permit as presented, seconded by Bob with both in favor.

Road Manager-Dave Buxton reported:

- He is very pleased with the service and quality of the vendor handling the roadside mowing. He hasn't received any complaints. Some of the shoulders grew since the job was quoted so he mowed them. Dave requested permission to include an additional two hours of labor for this service and to hold the bill until the job is 100% complete.
- Sand and salt mix has been delivered and Chris is ready for winter.
- Dave requested pricing from three vendors for the holding tank for the proposed police trailer.
 - B&S Disposal \$6900.
 - BWP Poole \$5800. They can begin as soon as it's approved. It includes H 20 load rating, risers to the top and up to 40 feet of 4" sch.40 pipe. Peter confirmed the location will be the furthest away from the building for the dropped pipe.

- KG Blood \$6120
- Bob's Septic \$6340 Bob's Septic's primary goal is septic pumping so they would entertain pumping it and would not charge a weekend, holiday or night surcharge. If we pumped on a regular basis they would offer a municipal discount.

Bob made a motion to accept the \$5,800 bid from BWP, seconded by Peter with both in favor. Peter reported they are anticipating the trailer to be onsite by Monday or Tuesday prior to Thanksgiving. Dave advised this could be installed and trenched prior to the trailer arriving and they can prep and pave with whoever is available. The job is all handwork and the cost for the hot top is approximately \$120/ton. They won't need to pave underneath the trailer and it includes a riser for pumping access.

- He believes the issue with the Trimble Trail driveway permit is now settled.
- Peter inquired about the relocation of the storage trailer behind the town hall. Dave advised Chris Batchelder spoke to him last year and offered to move it. He asked Peter to coordinate with Chris. Peter confirmed it won't be long term.
- Dave confirmed the handicapped ramp is available whenever we want it. Dave offered the use of his trailer and he can transport it to the town hall for no charge as long as we have it loaded and unloaded.

Emergency Management- Robert Gustafson reported:

- Peter gave Bob G. the additional documentation needed for his grant.
- The graded Seabrook drill is scheduled for Wednesday.

Assessing- Kathleen Felch presented the following:

- Payroll forms for the Board
- She explained the equalization documentation she received from the Dept. of Revenue. Our rate is 100% due to the revaluation last year. She will have the document prepared for the next meeting.
- Memo of Understanding. Julie LaBranche from the Rockingham Planning Commission has suggested different wording they would like us to use. Kathleen will submit the document to the Selectmen and the Planning Board when she receives it.
- Waterman Property- Loren from Avitar did research on prior cases and instances where there were court decisions when a taxpayer's land was not exactly what they thought they had. The next step is to obtain feedback from the Board. Loren indicated funds should not be reimbursed since abatements were not filed and she recommended assessing land use change taxes (LUCT) for those years when they had an added discount.
- She attended training last week on the assessing software and provided some suggestions on documenting property data. Peter wants to make sure documentation is included in the permanent file if it's not on the tax card.
- Nelson Analytical contacted her to see if the Town would host a water testing day. Residents would have the option to bring their testing kits to a collection point in Town. They would offer us a discount. Results would be sent to each homeowner and the homeowner would have the option to decide what was tested. Donna Carter asked if the company refrigerates them and Kathleen confirmed they will have coolers and do several pickups during the day. Peter would like to wait until Norman is there to make a decision with the full Board.

Tax Collector- Carlene Wiggin did not have anything to report.

Town Clerk- Pamela Kehoe was not in attendance.

Recreation Department- Donna Carter reported:

- A resident in Town volunteered to run a ski trip separate from the Bradford Learn to Ski program. This would be during school vacations or days off and they would rent a bus for the day. The complication is they would need a check for the ski resort on short notice. She asked for permission to allow checks to be issued prior to selectmen's meetings for the amount they collect in revenue for the program so they can have funds available when needed. Peter was concerned about people signing up and paying late and suggesting implementing a solid deadline. He was not comfortable authorizing payment without it coinciding with a meeting. Bob suggested having the Board members sign the check request at the town office as long as they are given ample notice. Peter inquired about the insurance and waiver requirements. Donna advised there are three waivers that would need to be signed and young children would need to be accompanied by a parent and participants without a parent would need to have experience.
- She requested permission to use hayrides for their holiday stroll this year. They are scheduling it for the Sunday after Thanksgiving in conjunction with the Kensington Congregational Church. Peter advised her to contact the police department for their feedback first. He's concerned for public safety.
- The Rec. Department would like Jeff Gleason appointed as a new member.

Conservation Commission- Sydnee Goddard attended to discuss the Bodwell property on Stumpfield Road. They are in the process of working with the Southeast Land Trust regarding a potential conservation easement of over 300 acres of this property. The first step is to have an appraisal done. The Conservation Commission will pay 1/3 of the appraisal cost and build out analysis, the SELT will pay 1/3 and the Bodwells will pay 1/3. There is a letter of understanding that if the Commission uses funds for this purpose, there is a clear commitment to work together. Sydnee indicated the potential easement on a map. She stated it's the largest working dairy farm in Rockingham County and it would be a high profile piece of land.

Sawyer Kensington Trust- Bruce Cilley was not in attendance.

Building Committee Update- Peter gave an update on the progress of the town hall and police department trailer.

- Air tests were performed in the basement. The Board received the raw data but is still waiting on the final report.
- They are obtaining bids for different work being done within the town hall including insulation and replacing the stairway.
- There isn't heat in the building now but will need some measure of heat on the lower floor to reduce the possibility of freezing once the trailer is set behind the town hall since a water connection will be run.

- Donna asked if they are considering installing urinals to reduce water usage. He replied there are other solutions to reduce the water when you flush and they will encourage water conservation.
- Richard Elwell asked if any water was visible in the town hall after the recent rain storm. Peter said he wasn't in the building but there wasn't any in previous storms.

Trustee of the Trust Funds- Ann Smith attended to see if the Board would accept funds that were bequeathed to the Town. She presented the paperwork received from Marcia York's estate and submitted a check for \$195k as a gift to the Town of Kensington for the purpose of setting up a scholarship fund for students of Kensington. She is coming before the Board to accept the funds so they can set up the account as soon as possible. She would like to see at least four students benefit from it annually once it starts earning money. The York's were very generous to the families of Kensington as they already disbursed \$8k this year. Lynne will confirm if a public hearing is necessary since they are unanticipated funds. Bob and Peter agreed to have a joint meeting if needed with the Trustees of the Trust Funds.

NEW BUSINESS:

Tax Rate Setting- Lynne explained the process to the Board. They reviewed the documentation submitted by the Department of Revenue. The tax rate decreased 69 cents from \$24.55 to \$23.86. One reason was because road reconstruction was not on the ballot in March. Peter calculated the average bill should decrease \$210. He was satisfied with the rate suggested by the DRA and Bob concurred. Peter made a motion to accept the recommended rate, seconded by Bob with both in favor. Kathy will prepare the warrant tomorrow. Carlene anticipates the tax bill due date to be December 8th.

Appointments-

- **Recreation Department-** Peter made a motion to appoint Jeffrey Gleason to the recreation department expiring April 2017, seconded by Bob with both in favor.
- **Police Department-** Peter made a motion to appoint Scott Cain as full time Police Sergeant, seconded by Bob with both in favor.
- **Police Department-** Peter made a motion to appoint David Hersey as full time Detective, seconded by Bob with both in favor.
- **Electrical Inspector-** The Board signed the paperwork. The appointment was made at the last meeting.

Resident Questions- A resident submitted a list of questions for the Board. Peter stated since there are many things they need to attend to right now such as the police trailer with less than a 30 day deadline to resolve and Norman wasn't in attendance, he'd like to give it the time and attention it requires and doesn't feel they can do that since a lot of information needs to be pulled together. Some information pre-dates Peter being on the Board and maybe Bob's time as well. He will hold off until the next meeting.

OLD BUSINESS

Department of Labor- Lynne reviewed a response from the Inspector regarding the barriers in violation at the town office. Since they are aware this is a temporary facility, the Inspector stated they aren't in favor of us spending a lot of money. The Board suggested meeting with Carlene and Pam at the office and possibly having Art provide some suggestions for a barrier.

Daytime Ambulance Coverage- Charlie just provided Peter with the requested information. Once Peter reviews it, he will schedule a meeting with Exeter.

Police Department Trailer- Peter reported they met with Gina from William Scotsmen on October 29th.

- He received a quote the next day for removal of the existing trailer. The cost to dismantle, remove the steps and the return freight totaled \$715 which does not include if they bill us to return it back to its original condition.
- The Chief has expressed his desire to utilize a moving company to move furniture, equipment, and components to the new trailer.
- The lease agreement which was originally executed was revision #4 and dated in 2013 for two double wide trailers. They thought for a two year period they would be fine with a single double wide trailer as long as there were two bathrooms and four offices with a proper ramp safely tied in. The size is 24'x60'. They are still awaiting the electrical specifications.
- A 24 month lease is \$1373 per month. Delivery and installation total over \$14k and estimates on the tear down and removal are approximately \$6,300. Linda Blood asked if we are required to rent for the two full years. The representative told them we don't have to pay for two years if we no longer needed it. We may incur a penalty but wouldn't need to pay the full amount. They said they will work with us. If we exceed 24 months, we can rent monthly. The trailer is not in their possession but they are getting it from another location. If we sign the lease this week, they can deliver it by the end of the month. The Department of Labor seems to be willing to work with us. There will be a secure area for Toni with a partitioned wall and window to be buzzed in. Peter has received positive feedback from the PD and they are looking forward to it. Peter will contact the vendor for a current lease agreement. Bob made a motion to accept the lease for the police department trailer seconded by Peter with both in favor. Bob made a motion to allow Peter to handle the paperwork, seconded by Peter with both in favor.

Administrative Assistant:

- **149 South Road Driveway-** NHDOT responded to Lynne's request for information regarding the entrance to the restaurant. They were unable to find information because it may predate permitting. The Board doesn't have jurisdiction over it. They asked Lynne to find out if NHDOT has any suggestions or recommendations. Bob stated if they make changes it could open them up to current rules and regulations and he thought the sign may be blocking the sight distance.
- **18 Cottage Road-** Charlie contacted Lynne and let her know he did not find any propane tanks after visiting the property and didn't notice any other hazardous issues.
- **Grange Hall-** Carl reported that Art Wiggin will be shutting off the water for the winter and the donated granite steps will be installed soon.

- **Registration Fee-** Lynne advised the Board there is an RSA that allows municipalities to charge residents up to \$5 for auto registrations to use for road repairs and maintenance. Both Peter and Bob were not in favor of this.
- **Zoning Ordinance-** Town Counsel advised the Planning Board should be the body that amends the zoning ordinance.
- **Prescott Property-** Lynne advised there is a NH law that was recently updated in January of 2014 providing protection for homeowners who allow access on their property. Lynne will contact Mr. Prescott and see if this is acceptable. If not we will pursue with the insurance agent.
- **Trash Update from SRRD-** Lynne provided the minutes from the SRRD meeting and noted in a straw vote, three towns chose Waste Management, we chose Covanta and three towns abstained from voting. The agenda for November indicates Hampton Falls and New Castle may be withdrawing. Peter advised Buzzy Felch spoke with him regarding this but Peter thought the numbers presented didn't match what Buzzy showed him. He stated that the Waste Management contract is in North Andover and would burn the waste and had better pricing than Covanta.
- **Budget-** Lynne is still awaiting budgets from several departments.
- **242 South Road** – A letter was received from the homeowner inquiring why her property was inspected. The Board advised Lynne to respond letting her know they received a complaint that directed the action.
- **Kuegel Pit-** Lynne advised the Board that Mr. Kuegel was given one year to reclaim the pit and that deadline will be approaching soon. She asked if they'd like her to invite Mr. Kuegel to the next meeting to provide an update. Peter stated he'd like to have all of the information before handling this issue.
- **Staff Meetings-** Lynne inquired when the Board would like to schedule this. They suggested quarterly and informally and will discuss at the next meeting.
- **Fire Truck Paperwork-** Lynne presented the paperwork she could find and offered to try and sort this out. Peter and Bob thought it would be best for Norman to handle and contact Lakes Region when he returns. Lynne will send him the documentation.
- **Parking at the Town Office-** Lynne advised a recent hit and run accident was the fifth time a town office staff member's car was hit while parked at the town office during business hours. Peter suggested contacting the town engineer regarding the dimensions.
- **Safety Committee Meeting-** Norman was out of town for safety committee meeting but he will try to set one up in the next couple of weeks. Charlie suggested a Wednesday night at the library. There should be two members from each department including a supervisor and employee. NOT DISCUSSED.

Bills & Mail- Bills were approved and signed.

Meeting Minutes- Peter is still reviewing the minutes and suggested waiting until Norman returns to accept them.

Next Meeting Date- November 17, 2014 7:00pm in the Kensington Elementary School Library.

Peter made a motion to adjourn at 10:41pm, seconded by Bob with both in favor.

Respectfully submitted,

Lynne Bonitatibus
Administrative Assistant