

TOWN OF KENSINGTON
BOARD OF SELECTMEN MEETING

Kensington Town Hall
95 Amesbury Road
Kensington, NH 03833

MONDAY
October 22, 2018
Minutes-DRAFT

6:30pm

In Attendance: Mike Schwotzer, Ben Cole, Bob Long

Approximately 23 residents in attendance.

Mike called the meeting to order at 6:29pm.

All in attendance stood for the Pledge of Allegiance.

DEPARTMENT HEADS:

• Police Department –Chief Scott Sanders reported the following:

- Beards for Bucks has gone good so far with Kensington raising over \$500. He thanked the citizens for the donations in the towns name and wanted to remind them that when they donate to make sure to mark Kensington in the dropdown box.
- The department will have an intern working with them for the next ½ month to 2 months. The Intern will be riding mostly in the cruiser with the officers, if there is a more dangerous call they will not be allowed to accompany the officer to it. He will follow the officer during his normal duty, and liability waivers will be signed.
- Officer Boynton will be retiring from the police work to follow a career in nursing. Chief Sanders wanted to acknowledge his efforts for the town and to commend him on filling in when the town was in need. He wishes him the best and values and appreciates their friendship and working relationship.
- Budget- Mike did an analysis of the police department budget and has asked the department heads to review what he has estimated for the end of year expenses. It looks as though the police department budget will have an overage of 3% at the end of the year.

• Fire Department – Chief Jon True reported the following-

- He is working on a grant for \$50,000 worth of equipment that is a 95/5 match for the town. This will cost the town \$2500 for the \$50,000 worth of equipment.
- S. McGee and J. Andrews attended training recently on extractions and will be sharing the information with the fire department.
- He wished to take the time to congratulate Scott McGee who has just become a Federal full-time fire fighter, this is a difficult process to go through and his hard work has paid off. Scott will still be assisting Kensington, but will be very busy in his new career, he wishes him all the best.
- Scott McCarthy will be joining the ambulance crew as a newly licensed EMT.
- Fire Prevention week was a huge success due to the help of Skip and Cindy Heal, he wanted to take this time to thank them for all the work they do with fire prevention. Please call the department with any questions on fire safety. They have smoke detectors and other fire safety items, just call.
- He extended a huge thank you to Skip Heal on his upcoming retirement at the end of the month. Skip has been with the department for 38 years and helped the town in many ways. Ben extended a thank you to him as well for his service to the town. A round of applause for Mr. Heal followed. Chief True continued that the door is always open for him to come and visit as well as any of the other retired members.
- Fire Fighters Pay- the chief had submitted a pay scale for the fire department members to be reviewed by the board. The board has reviewed it and agrees with the establishment of rates and were glad to hear of

the support from the department. **Bob made a motion to move forward with the proposal, Mike seconded, all in favor.**

- Chief Salary and Contract- the board had tasked Ben with negotiating the salary and contract with the Fire Chief, his current contract was up in June of 2018. The new proposal was discussed. The chief will have a pay schedule to follow. The board was appreciative of all the work he has done since being hired. Chief True explained that it is his goal to not ask for more funds, but to offset needs with fees. **Ben moved to accept the pay schedule and details of the supplied job descriptions, Bob seconded, all in favor.** The board signed off on his contract.

- Emergency Management - Chief Jon True

- Chief reported that the sound system issues are being worked out
- The presidential declaration is done and submitted totaling \$24,000, it not guaranteed that they will get that amount, but he is hopeful.
- He will be doing some online training over the next two weeks towards his NH Emergency Management Certification Level 2.
- He reminded the board that the emergency operations plan still needs to be signed.
- Mike reviewed the fire department budget. He agrees with the payout for the department members, but there was an adjustment as to when they would be paid that should be added to the paperwork. The year would be December through November, having the payout in December, with quarterly payment through the year.
There will be funds left in the chief's budget at year end with the projection Mike has done, the chief informed the board that the month of September is the largest spending month due to vehicle inspections.

- Road Manager – David Buxton

- Dave informed the board that Morton Salt would not lower their bid on the salt. Morton was \$54.89 per ton and Granite State was \$47.00 per ton. They discussed the differences in the bids and that one pile was covered and one wasn't. He asked the board to approve the bid for Morton Salt. The board continued to discuss the cost comparisons and his budget line items that Mike had just given to him. Dave stated that he was not happy with some of the items that were paid out of his budget, such as the drainage swale. He asked if some of the Highway Grant could be used towards the drainage, and would like the board to review the language to see what is allowed. **Mike made a motion to accept the Morton Salt bid, Bob seconded, all in favor.** Dave will wait two weeks to take delivery of the salt.
- Dave is concerned with him having to pay for other departments shoveling and plowing. He now pays for the Library and the fire department, and if their budgets could absorb some of the expenses it would help him in his budget. Board took under advisement.
- Ricci Project-Tannery Way- and fund release request was discussed. Dave is still concerned with the silt. He asked the board to retain \$5,000 from the requested funds to cover what it would cost the town to repair what is there. Where it is not 100% at this time he would like to retain some of the funds. This is to be addressed in the spring. **Mike motioned to withhold \$5000 from the requested funds to be released on the Tannery Way project, Ben seconded, all in favor.**
Mike reported that due to that request the funds to be released would total \$42,935.00. **Mike made a motion to release the funds totaling \$42,935.00, Bob seconded, all in favor.**

- Tax Collector- Carlene Wiggin- Carlene reported that the tax bills went in the mail today and will be due December 3, 2018. Mike explained that there is a tax analysis that will be posted on the website and a written explanation done to go with it. This year's rate is lower than last years, so it is hard to determine what the actual change is. This will be posted on the Tax Collectors page and in the News and Announcements. You can also get a copy of the calculations from the town hall. If there are any questions on this please let Kathy know and the board will address.

- Town Clerk – Carol Beers Witherell- Kathy reported that she is at her annual conference this week, and there is no coverage from area towns due to the conference.

- Recreation Committee- Elaine Bodwell reported the following:

- Recreation meeting was well attended and two volunteers stepped forward to help with the ski program this year. There is a November 19, 2018 deadline for sign ups, but the program does not begin until January 2019. You can obtain the registration forms through the Town Hall, Library, KES or the town's website. Bob stated that the waiver for the signups will have to be modified to include the Bradford Ski area and the town. Elaine thanked Donna for her help in explaining the process and updating the attendees at the meeting.
- Holiday Stroll was discussed and there will be 3 horse drawn wagons, Mr. and Mrs. Claus and a live nativity at the church. There are a few details to be worked out. Liability insurance for the horse drawn wagons will be forwarded to the town.
- Next meeting will be the 2nd Wednesday of November, the 14th. Bob wanted to take this time to make another call for volunteers to help with the recreation department. He is concerned with some of the wording in the current bylaws, stating that most volunteers are not able to make every meeting or event.
- Donna suggested that the board approve the cost of the hay wagons to come from the recreation revolver for \$1200. **Ben moved to authorize the funds of up to \$1500 for the holiday event. Bob seconded, all in favor.** Chief Sanders explained that the police department will be available for traffic control at no cost to the town.

- Sawyer Kensington Trust- Committee Review- Hez Marks-Mercadante updated the board that the committee is on track for getting their input to the board for the November 5th deadline.

NEW BUSINESS:

- Norman DeBoisbriand-request to address the board- Mike informed the public that Norman could not make the meeting tonight and will be asked to attend the next meeting of the board on the 19th of November, for there to be a full board in attendance. **Mike made a motion to ask Mr. DeBoisbriand to attend the meeting on the 19th, Ben seconded, all in favor.**

- November Election decision re: posting a BoS meeting at Polls- the board discussed that they believe that there is a need to post that there will be two board members in attendance most of the day at the November 6th election to be held at the Kensington Elementary School. They feel that this will be in line with the Right to Know law. **Bob motioned to post the Board of Selectmen will be attending the November 5th election, Mike seconded, all in favor.**

- Possible Violation-discussed at Planning Board meeting-98 Amesbury Road was granted a site plan review from the planning board, which clearly stated that there was to be no waitresses serving patrons on the porch. In July of 2017 the planning board sent the owners a letter informing them of the issue and it was not addressed. This is residing with the planning board at the moment, but he will keep the board informed and let them know if they will need to get involved as the enforcing body.

- Avitar 5-year agreement- Kathy showed the board the 5-year agreement for Avitar, the board had not had a chance to review the whole contract yet, and wanted to know if there were any complaints about the company. Kathy let them know that there were some residents that were unhappy with the way that the value certain features on the properties, and that there were companies contacted recently to see what they could offer. She will gather the information for the board to review, and offered that Avitar is usually willing to come to a meeting to discuss the contracts with the board. The board asked that they be contacted and scheduled to attend the meeting of the board on the 19th of November.

•Planning Board appointment-Mike explained that he had been in contact with Peter Merrill and Peter had expressed his interest in being on the planning board. This would be a three-year appointment to the board ending in April of 2021. Mr. Elwell expressed his concerns with appointing Mr. Merrill due to his relationship to the Rockingham Planning Commission. Mr. Merrill was asked to address this concern and expressed that he is there as a town appointee and does not work for the Commission. Mr. Elwell expressed his concerns further regarding Peter's involvement with the Charrette. **Mike moved to appoint Peter Merrill to the planning board, Ben seconded, all in favor.**

OLD BUSINESS:

•Request nominations/self-nominations for Recreation Committee- the board is concerned with the lack of committee members and that there are no recent nominations for the board to consider. They would urge the community members to put in nominations to be Recreation Committee members.

•2018 Investment Policy-board acceptance- The board had a chance to review this policy. **Mike made a motion to approve the 2018 investment policy, Ben seconded, all in favor.**

•Employee Manual- The draft of this should be ready for the November 5th meeting.

- Administrative Assistant and Administrative Assistant 2 roles and pay scales were discussed. These scales would be subject to the approval of the budget each year. The board agrees that it adds consistency to the positions. **Bob made a motion to approve the suggested pay scales for Administrative Assistant positions, Mike seconded, all in favor.**

OTHER BUSINESS:

• Assessing Office – Kathleen Felch-

- Bulk Items – Raymond NH-new rates added to website-Kathy explained that the updated Raymond Transfer Station fees are posted on the website. There will be slips of paper handed out with the trash stickers to inform people of the option of taking bulk items and unusual trash/recycling not compliant with the normal trash/recycling pick up guidelines. There is also ½ sheets of paper with the listing and fees available at the town hall for residents.
- Grange Hall Permit- the Northern New England Chapter of the **Vernacular Architecture Forum** will be having a walk-through of Kensington buildings on Saturday the 27th of October and have requested the use of the Grange Hall for lunch. The rental will be from 12:30-1:30pm. **Mike made a motion to rent at no charge the Grange Hall on the 27th of October from 12:30-1:30pm, Bob seconded, all in favor.**
- Dog Officer Handling Fees- Kathy indicated that the Dog Officer Juli Noyes had turned in the yearly dog fines that had been delivered. Ms. Noyes is allowed by statute to be paid for the delivery of the dog fines. **Ben moved to pay Juli Noyes \$497.00 for the delivery of the dog fines, Mike seconded, all in favor.**
- Abatements- Kathy explained that there is a Unitil abatement and a Greenland International Campground abatement. The Unitil one is \$20,000 due to the fact that the tax program does not recognize the abatement from the July billing for \$10,000 doubling the abatement needed in December. **Mike made a motion to approve the \$20,000 abatement for Unitil due to the mechanical doubling of the \$10,000 from the July billing and to approve the Greenland Campground abatement for \$49.00, Ben seconded, all in favor.**
- Glenn Greenwood asked to address the board- he indicated his concerns that Donna Carter has not been appointed to the Recreation Committee yet. He believes that it is clear that she has been helping the committee and discussions have been benefited by her input. Ben explained that they had discussed the appointments at the last meeting and his response is 2-fold. He would like to see a group appointed to the committee, and that the bylaws stated that individual should be recruited from the various town boards/committees and organizations. Bob feels the same as Ben on this. Mr. Greenwood expressed

that he is upset with the board not appointing Ms. Carter to this committee. Ben thanked him for his feedback.

- Heath Care 2019- The board reviewed the 2019 healthcare package for the town. There is a 10% increase in healthcare costs per plan. Mike explained that this is the current plan that employees are on and there is not much of the choice at this time for something else. **Mike asked that the chairman be authorized to sign on behalf of the board, Ben seconded, all in favor.**
- Ms. Bonnevie asked to address the board. She is concerned that there is no signage for the police department indicating where they are located so that the general public will know where to go in an emergency. The board took this under advisement and will talk to Chief Sanders.
- Sign- It was discussed that the town needs to have a temporary sign installed indicating that the driveway to the parking lot across the street has been relocated to enter and exit off of Osgood Road. This will be addressed.
- Town Park- Bob addressed the board and read a letter from the Kensington School District that stated that they were disappointed with the condition of Sawyer Park at their recent Track Meet that was held there. The board discussed the issues that needed to be addressed and Bob will be doing a walk through with K&B landscaping tomorrow. Chief True explained that there are some issues that need to be taken care of. Bob will be attending the Trust meeting tomorrow night and will let them know of any issues. Lili Spinosa stated that when the contract is renewed that the board should consider hiring local if possible.
- Tree on Field C-Bob reported that there was a tree that fell on the dugout, but did not damage the fence. It was taken care of by Seacoast Tree Care, but there is still one side of the tree standing. It is a town tree and the remaining section will have to come down. Bob has been in touch with Unutil to see if it is something that they would take down, he will let the board know. There is also a tree in the meadow area of the park that is hanging and will need to come down. Bob will discuss these issues with the trust at their meeting.

- Approval of Board Minutes- October 8, 12 & 15, 2018

Mike made a motion to approve the minutes from October 8, 12 & 15, 2018, Bob seconded, all in favor.

- Bills and Mail- Bills were reviewed and signed off on.

- Next Meeting Date – November 5, 2018 Kensington Town Hall

Mike made a motion to adjourn at 8:31pm, Ben seconded, all in favor.

Respectfully submitted,

Kathleen T Felch