

KENSINGTON BOARD OF SELECTMEN MEETING
95 Amesbury Road
MONDAY March 21, 2022 – 6:30pm
Minutes – Approved 4/4/2022

At 6:28 J. Pace called the meeting to order.

Public Comment-

J. Pace noted that the Board remained the same after elections. He offered the role of Chairman to the Board. The Board decided that J. Pace will remain Chairman of the Board.

DEPARTMENT HEADS:

- Police Department –Chief Scott Cain –
 - The Chief stated the shed was delivered today. The SST built it and will install the door and the ramp soon.
 - The Chief was contacted by the Hampton Police Department who are short 52 officers and looking for patrols at detail rate. Kensington officers would be assigned with a Hampton officer. Kensington, Epping and Rockingham Sheriffs department were offered these details. J. Pace felt that it shouldn't affect schedule officers and the Chief explained that officers currently have multiple days off they could utilize. The Board discussed insurance coverage, which the Chief will look into as well as a mutual aid agreement. These patrols would be during the day.
- Fire Department – Chief Jon True -
 - The Chief would like to thank voters and will be putting together an RFP for a new ambulance over the next few weeks. Expected AFG grant awards are starting around the end of April/May. An Ambulance is currently 6 to 16 months out.
 - The regional grant for the radios will be put together over the next few weeks as well.
 - The Forestry truck is in service, and the department will be doing review of tools and safety tomorrow night. A reminder that residents need a permit for fires when there is no snow on the ground. Ground fires travel fast when the woods have not "greened up", so please be careful especially in windy conditions.
 - The Chief is making progress on the Medicare audit, which will continue throughout the year.
 - The Department is working on "best practices" to be used as SOG/SOPs. Lt. Cole is spearheading the project. This will provide guidance for the Fire Department /EMS operations and policies addressing aspects of the department.
- Emergency Management - Chief Jon True –
 - A Seabrook Station drill will take place on April 6th starting between 8am and 9am and will be a graded exercise so evaluators will be present with testing taking place in the hallway. Please let the chief know of any concerns before the drill. Lunch will be provided and the drill will last most of the day.
 - The Chief discussed town buildings returning to full occupant loads with understanding that there needs to be plans in place to return to masks, social distancing and closure if needed in

the future. Chief asked if town buildings should return to full capacity. J. Pace felt that it should be adjusted with color codes for Covid 19. The Board discussed CDC guidelines.

- The Chief will be reaching out to all departments and offices to discuss a Continuations of Operations Plan (COOP) for the Town. This will be a new plan to allow all divisions of the town to plan ahead in case of pandemics, hostile events, hazmat, damage or other dangerous situations where we may have to evacuate/leave a town building for a short/long time.
- The Chief reminded the Select Board that Members need some online training for Incident command Systems and Radiological response.

At 6:45pm B. Solomon made a motion to remove the guidelines for occupancy and social distancing. B. Gustafson seconded. All voted in favor.

- Road Manager – Matthew Armstrong was not present.
- Tax Collector- Carlene Wiggin was not present.
- Building Inspector- Gino Rignoli was not present.
- Treasurer- Sara Belisle was not present.
- Town Clerk – Sarah Wiggin was not present.
- Recreation Committee-
 - Sarah Turcott-Hall suggested Courtney Brady be appointed as a member of the Recreation Committee.

At 6:49pm B. Solomon made a motion that Courtney Brady be appointed to the Recreation Committee for a term ending in 2025. B. Gustafson seconded. All voted in favor.

Ms. Turcott-Hall stated she would like to request a credit card for Sarah Quimby for her to use for Summer Camp expenditures.

At 6:51pm B. Solomon made a motion to allow Sarah Quimby to have credit card for camp expenditures. B. Gustafson seconded. All voted in favor.

Ms. Turcott-Hall then requested funds of \$100 towards sponsoring a PTO fun run for putting a logo on children's t-shirts.

At 6:53pm B. Solomon made a motion to approve both the black and white and color logo for use. B. Gustafson seconded. All voted in favor.

At 6:54pm B. Solomon made a motion to approve \$100 for use for the Recreation Committee. B. Gustafson seconded. All voted in favor.

She noted that the Recreation Committee is still looking for positions to be filled. A small group of people have signed up so far for Summer Camp.

NEW BUSINESS:

- The RFP for the Fire Department from Greenwood Emergency Vehicles of Brattleboro Massachusetts was opened. J. Pace noted that the costs were itemized. This RFP was remitted

to the Fire Chief for review for recommendation for suitability of the bid. The Chief will come back to the Board with a recommendation.

- RFPs for landscaping for the Town and the cemetery were opened and reviewed.

At 7:46pm B. Solomon made a motion to award the bid for mowing and property maintenance for the town and cemetery to Terrific Landscapes of Brentwood for the amounts enumerated in the bid. B. Gustafson seconded. All voted in favor.

- Brian Groshon of Casella gave an update on the automated collection of trash in town. He stated that he had been working with Kathy since last September for items such as larger carts and for 35-gallon carts. Mr. Groshon stated there was one last issue which was the use of more than one trash cart for a household. He explained he wanted to prevent abuse of such an offering, which can be done with an annual fee. A list of residents who had an additional cart could be maintained at the Town Hall and reviewed annually and the cart removed if the fee had not been paid. He discussed having over 4 residents in a household as being a current criteria for having a 95 gallon cart, however he felt that having an additional cart would mean 2 65-gallon carts. He described that if the capacity on the truck reached a certain level there could be a change in operational cost. If there are more than 25 additional carts, the rate may need to be renegotiated. J. Pace asked if the 95-gallon carts are still an option which Mr. Groshon responded that as long as there were more than 4 residents in a household that would be true. He noted that it would be helpful for a time to sync up swaps at no charge for the town. The Board discussed reasoning as to why someone may need a second cart. Kathy will reach out to those who have previously requested additional carts. B. Solomon asked if questions could be listed on a form such as if the applicant has a home business. Mr. Groshon noted that total trash has come down 6 tons over the last 6 months.
- J. Pace noted that it is not uncommon for Towns to have fees for 91A requests. Kathy explained that majority of towns reference a court case where it was decided 50 cents per page was used as a reasonable price. Kathy also displayed an example form for a right to know request. The Board discussed the form. B. Gustafson felt that USB drives should not be provided by the requester. Costs of research materials was discussed by the Board. J. Pace noted that the Board would like to work on an updated fee schedule which should be comprehensive. J. Pace stated that none of these fees were intended to be used as a deterrence but to recover costs to the Town. J. Pace felt there should be a policy form and schedule. This will be revisited at future meetings.
- J. Pace discussed the Board responsibilities with the Board. The Board decided to continue with their current roles. J. Pace noted there may be a need for a liaison to the library, which was added to the list. B. Gustafson noted that he would discuss the Trail Committee at the next Conservation Commission meeting.
- Kathy noted that there were parcels coming out of current use and that there were payments for the Current Use Release Tax for a total of \$23,520.

At 8:05pm B. Gustafson made a motion to apply the Land Use Change Tax on Map 9 Lot 2-3 for \$120. B. Solomon seconded. All voted in favor.

At 8:06pm B. Solomon made a motion to apply the Land Use Change Tax on Map 12 Lot 38 for \$850. B. Gustafson seconded. All voted in favor.

At 8:07pm B. Gustafson made a motion to apply the Land Use Change Tax for Map 12 Lot 39 for \$1,450. B. Solomon seconded. All voted in favor.

At 8:08pm B. Gustafson made a motion to apply the Land Use Change Tax for Map 6 Lot 60-1 for \$21,000. B. Solomon seconded. All voted in favor.

At 8:09pm B. Solomon made a motion to apply the Land Use Change Tax for Map 6 Lot 60 for \$100. B. Gustafson seconded. All voted in favor.

- Elaine Kaczmarek from the Library Social Trustees discussed with the Board a possible addition to the Kensington Public Library. She stated that the current children's room is small and that the Sawyer room is inadequate. She also stated that the chairlift is antiquated and there is no bathroom. She explained that the Social Trustees own the library, but in order to get a bond it has to be through the town. J. Pace stated he had contacted a Bond attorney and described that the lease could be changed so a bond could be obtained. J. Pace discussed the interest of the town and its role in the lease and whether it would be a participant in how the money is being spent. B. Gustafson felt that it would be a credit to the library community but the Board should have some oversight to have the money appropriately allocated. Ms. Kaczmarek noted having an architect on board who proposed having a project manager. B. Solomon asked if the project manager was independent which Ms. Kaczmarek stated that he is. She noted the Library has the money for preliminary drawings and the architect they want. Susan Gilbert noted that there would be a fundraising component to this. The plan is calling for a two-story rectangle that would cost approximately \$1,000,000 and would be accessible to everyone. It would expand the children's room and have a meeting room above. The Trustees have looked at recent local library additions and have had discussions with librarians and interviewed several architects and chose the one they thought was best. J. Pace noted that the Bond would cost \$60000 a year, which is approximately 2.5% of the Town's budget and that ultimately it would be up to voters. J. Pace asked about appointing a small working group to work on a draft. B. Gustafson would like to see the impact on the piece of land. J. Pace asked for a presentation for the Board so that they can review. The Board discussed negotiation around the lease and shared authority of the project. Kathy will reach back out to the Bond attorney and there will be a meeting between a Board member and Social Trustees and the Library Director.

OTHER BUSINESS:

The Board discussed the Audit Engagement Letter which described the scope of work from the auditors.

At 8:19pm B. Solomon made a motion to approve the Audit Engagement Letter and authorize the Chair to sign. B. Gustafson seconded. All voted in favor.

At 8:16pm B. Solomon made a motion to levy the gravel tax in the amount of \$291.02. B. Gustafson seconded. All voted in favor.

At 8:22pm B. Gustafson made a motion approve the MS232. B. Solomon seconded. All voted in favor.

At 8:25pm B. Solomon made a motion to approve the exemptions for residents in a commercial zone on Map 3 Lot 27 and Map 3 Lot 34. B. Gustafson seconded. All voted in favor.

At 8:27pm B. Solomon made a motion to authorize the Chair to sign for the Board for changes in payroll. B. Gustafson seconded. All voted in favor.

J. Pace noted that performance reviews should take place for employees.

The Board signed off on bills, payroll and mail. The warrant approvals are being paid out this week.

At 8:31pm B. Solomon made a motion to approve the minutes from March 7th. B. Gustafson seconded. J. Pace abstained. The motion carries.

B. Solomon noted that Glenn Greenwood stated that an Alternate to the Selectmen's Representative to the Planning Board would have to be voted in.

At 8:33pm B. Solomon made a motion to appoint B. Gustafson as an Alternate Selectmen's Representative to the Planning Board. B. Gustafson seconded. All voted in favor.

At 8:35pm B. Gustafson made a motion to enter into a non-public session under RSA91A:3, II (c). B. Solomon seconded. All voted in favor.

At 8:48 B. Solomon made a motion to close the non-public session. B. Gustafson seconded. All voted in favor.

At 8:52pm B. Solomon made a motion to adjourn. B. Gustafson seconded. All voted in favor.

Respectfully submitted,

Andy Clarke

• Next Meeting Dates – April 4, 2022