

KENSINGTON BOARD OF SELECTMEN MEETING
95 Amesbury Road, Kensington, NH 03833
MONDAY June 17, 2019 – 6:30pm
Minutes - DRAFT

In Attendance: Joe Pace, Vanessa Rozier
Absent: Peter Graves
Approximately 4 others in attendance.

At 6:30pm, Joe called the meeting to order.

Pledge of Allegiance

Joe opened the first Public Hearing.

“This public hearing is in accordance with RSA 41:9-a to amend the fees for police details in the Town of Kensington. The second hearing, if needed, on this proposal will be held on July 1, 2019 at 6:30pm in the Kensington Town Hall.”

It was explained that the increase would be \$10 for a police officer, while the administrative fee remains the same at \$20 and the police cruiser fee remains same as \$15, resulting in \$85.00 per hour total. Chief Cain spoke and said that the proposed change puts Kensington more in line with the detail rates of other towns and provided examples. Statewide, filling details is a challenge, this is not just happening in Kensington. There were no other comments from the public.

Joe closed the Public Hearing. **At 6:38pm, Vanessa made a motion to adopt the proposed detail rate increase of \$10 for a police officer detail for non-Kensington requests. Joe seconded. All voted in favor.**

Joe opened the second Public Hearing.

“This public hearing is in accordance with RSA 41:9-a to establish fees for demolition permits in the Town of Kensington. The second hearing, if needed, on this proposal will be held on July 1, 2019 at 6:30pm in the Kensington Town Hall.”

A demolition permit application has been presented to the Board of Selectmen based research on surrounding towns. Building Inspector Norman Giroux recommended \$50 as the minimum fee for a demolition permit application. He provided examples of similar fees from surrounding towns and gave an explanation of the work related to processing a demolition permit, including administrative time and site visits. Vanessa explained this is not a means of economically taking advantage of the situation, this is an administrative cost that the town is not currently charging for.

Joe closed the public hearing. **At 6:45pm, Vanessa made a motion to adopt the permit fee of \$50 for demolition and to adopt the demolition permit form with the adjustment to include the word “may”.** Norman asked when this will go into effect. Joe said start of business tomorrow. **Joe seconded. All voted in favor.** Joe closed the Public Hearing.

DEPARTMENT HEADS:

- Police Department –Chief Scott Cain reported as follows:
 - In order to be in compliance with Rockingham Dispatch, the department needed to upgrade their firewall software. This was an expense of approximately \$1,600.00
 - He is working on a 91A request for fees for reports because there is currently nothing established with regard to the length of time the department will hold DVDs and photos. He suggested that a policy be in place for the Town and the Right to Know administrative SOP.
 - Chief Cain met with summer camp staff to create safety plans for summer camp emergency procedures.
 - Chief Cain and Vanessa attended the meeting about the Seabrook Range, to be addressed at a later time.

- Fire Department – Chief Jon True reported as follows:
 - Chief True received a pre-note for the grant, which is often the next positive step of the grant process.
 - The department is continuing to test hydrants.
 - On Tuesday morning, Kensington FD will hold the Rockingham County Forest Association meeting.
 - Next Wednesday, Kensington FD will host an area Chief's Breakfast at FM Station.
- Emergency Management - Chief Jon True reported as follows:
 - There have been 2 well-attended Hazardous Mitigation meetings.
 - Chief True is currently working on a grant for new radios with Motorola.
 - There was brief discussion on service/signals throughout town for phones in case of emergency.
 - He had a training with camp counselors which covered Emergency Management issues.
 - Seabrook Station tours for elected officials will be sometime in late August/early September.
- Road Manager – David Buxton was not present.
- Tax Collector- Carlene Wiggin reported as follows:
 - Taxes are coming in slow. July 1 is the deadline.
- Building Inspector- Norman Giroux reported as follows:
 - 3 Hemlock Rd – A letter has been drafted by Chief True and presented to the Board. The Board reviewed and discussed the letter. It was suggested to add additional verbiage in the beginning of the letter to establish the goal of the Town in sending the letter. Norman left his card at the property, has also been in contact with the contractor as well, with no response to either attempted contact. Vanessa suggested a certified letter and stressed the importance of documentation. Joe will work on some small edits to the letter.
 - There is currently no water testing in town, but he feels there is an arsenic problem in the town water. There are 2 contractors working on developments currently; one is putting in a water system, the other is not, but a water test is required for final inspection. Currently there is no state requirement for testing wells. Norman gave a brief summary of what happening at the State level with regard to water testing. Vanessa suggested reaching out to DES to get requirements and suggestions of what should be considered. Chief True added that he attended seminar on this last year and suggested that possibly the Planning Board could address this.
 - Norman informed the Board that he is giving his 6 month notice to the town. He loves the job and working with the people but is ready to step down, however, if the Town has trouble finding a replacement, he will stay as long as needed. Joe suggested discussing and drafting a description for the position and will work on this.
 - Norman will attend a seminar coming up relating to new changes in the codes. Any information from the seminar will be passed along to the next Building Inspector.
- Treasurer- Sara Belisle was not present.
- Town Clerk – Carol Beers Witherell was not present.
- Recreation Committee- Elaine Bodwell was not present.
- Conservation Commission –
 - Kathy reported that Sydnee wanted to let the Town know that they are doing Invasive Species Management for 211 South Rd in the fall of 2019.
- Sawyer Kensington Trust- Was not present.
- Kensington School Board – Was not present.
- Trail Committee –
 - Vanessa reported that Mr. Hickey put together Policies and Procedures that have been sent to Conservation for their comments. Joe reported that the Heritage Commission also has put together Policies and Procedures. Hopefully they will be presented to the Board at the next meeting.
- Rockingham Planning Commission Rep. – Was not present.

NEW BUSINESS:

Sealed Bids for Fire Department Vehicles: 1998 Ambulance & 2007 Toyota 4Runner were opened by the Board.

- 1998 ambulance
 - Asian Auto Services of Plaistow NH \$3,932.12
- 2007 Toyota SUV
 - Lee Wolmick of Derry NH \$3,750.00

- Asian Auto Services of Plaistow NH \$3,932.12
- Melinda Collins of Hampstead NH \$3,625.00
- The Board will refer these bids to Chief True for his review and recommendation at the next meeting.
- Excavation Permit - The Board will address this at the next meeting.
- Draft Grange Hall Policy and Procedures – There was a brief discussion on the fee schedule. It was suggested that a fee schedule for everything be created and posted to the website, similar to what Fremont has.

OTHER BUSINESS:

- Assessing Office – Kathleen Felch reported as follows:
 - Abatements - Map 14 Lot 41 was discussed. The Board acknowledges and appreciates the research that the taxpayer completed. Vanessa stated that they rely on the town assessing service, Avitar to establish values. **At 7:50pm, Vanessa made a motion to follow the recommendation of the town assessing service and deny the abatement request. Joe seconded. All voted in favor.**
 - Land Use Change Tax
 - **Map 12 Lot 37 – At 7:53pm, Vanessa made a motion to approve the LUCT for Map 12 Lot 37. Joe seconded. All in favor.**
 - **Map 11 Lot 41-4 and Map 11 Lot 41-5 – At 7:54pm, Vanessa made a motion to approve the LUCT for Map 11 Lot 41-4 and Map 11 Lot 41-5. Joe seconded. All voted in favor.**
- Paving Bid – This will be discussed at a supplemental meeting next week because neither Peter or David are present at this meeting.
- Approval of Board Minutes- June 3 – The minutes will be approved at the next regularly scheduled meeting.

The Board reviewed bills and mail.

Next Meeting Date – June 24th time TBD and July 1, 2019

At 8:18pm, Vanessa made a motion to adjourn. Joe seconded. All voted in favor.

Respectfully submitted,

Chelsea Lalime