

KENSINGTON BOARD OF SELECTMEN MEETING
95 Amesbury Road, Kensington, NH 03833
MONDAY July 22, 2019 – 6:30pm
Minutes - DRAFT

In Attendance: Joe Pace, Vanessa Rozier, Peter Graves

At 6:30pm, Joe opened the meeting.

Pledge of Allegiance

DEPARTMENT HEADS:

- Police Department –Chief Scott Cain reported as follows:
 - The 5th FT position was filled however that officer will need to go to a full-time academy. He is currently working in South Hampton and New Boston. Chief Cain hopes that by September the background checks will be complete, and that with the addition of this officer, by April the department can be staffed 24/7.
 - The firewall was installed at the PD. There were no complications or data loss.
 - Chief Cain bought a printer for approximately \$100.00 because the department's printer was down for approximately 5 days. There were IT charges for scanning setup, so he is currently negotiating with the printer company. Chief Cain is not satisfied with the current service for printers.
 - Chief Cain was able to secure a federal vest grant which provides about \$4,000 toward the vests for officers. He was also able to secure the e-ticket grant and the distracted driver grant for 160 hours looking for distracted drivers which is reimbursed by the state from the highway department. There was a brief discussion between Joe and Chief Cain regarding budget negotiations and how that could potentially affect the grants.
 - Chief Cain has been in contact with the door company and the alarm company. The door project is making progress.
- Fire Department – Chief Jon True reported as follows:
 - In the next 2 weeks, Rockingham County Dispatch will be changing frequencies for the FD dispatch. This requires additional programming of mobile and portable radios, but members of the department did it and saved approximately \$4,300.00. However, due to the age of the radios (20+ years) Chief True is working on a grant to provide 12 mobile radios, 25 portable radios, and 10 radios for the PD, KES, Road Agent, and Plow Contractors.
 - There were no heat related emergencies despite the hot weather over the past weekend.
 - If there is anything fire related (i.e. broken hydrants, low fire protection water supply, cars in front of hydrants, have a FD or EMS non-emergency question, or need a burn permit) you are concerned about please call the non-emergency number at 603-772-5751 and leave a voicemail. IF it is an emergency, please call 911.
 - Occasionally there are some non-payments for ambulance billing (transport only). These may be partial payments, negotiated payments through insurance companies, people have passed away or relocated. The 2016 and 2017 total is \$7,579.75. Chief True asked for a motion and vote to approve that amount for a write off. **At 6:41pm, Peter made a motion to write off \$7,579.75 aged receivables for the fire department. Vanessa seconded. All voted in favor.**
- Emergency Management - Chief Jon True reported as follows:
 - Reminder to the public, if you know of someone who is house bound,, in a wheelchair, bedridden, elderly and/or alone and are concerned, please consider calling the FD or PD to discuss. Emergency management is working to create a list of residents who emergency management can check on during events like this past weekend. There is no fee and this information is confidential and only shared with Police, Fire and EMS.
 - The Library was a cooling shelter this past weekend when they were open and Chief True and Chief Cain had a plan in place to open the Town Hall if needed during off hours.
 - There was another HAZ MIT meeting last Thursday and the next will be September 11th at 3:30pm at the Town Hall. The meetings have been well attended so far. If there is a concern or suggestion, please contact Chief True. Following the plan update, the Kensington Emergency Operations Plan will be reviewed in 2020.
- Road Manager – David Buxton reported as follows:
 - Swale work on muddy pond is complete and potholes around town were addressed free of charge

- The roadside mowing is complete.
- The repair of the Moulton Ridge Rd culvert is penciled in to be completed this week. Dave will do a walkthrough the evening before work begins with the contractor. While this work is done, there will be a brief detour (approx. 6 hours).
- There is a tree leaning on Cottage Rd and an owner is anxious about it. Dave plans to weekly measure the tree to see if it is indeed continuing to lean further into the road. There is also a tree on Stumpfield Rd that belongs to the town looks healthy but is rotting from the inside out and a resident called concerned. Dave plans to put together several tasks to put together for a bid to be addressed.
- Dave is concerned about the placement of the new mailbox across the street. Peter informed him it was temporarily placed there and will help ensure it is moved prior to November when snow removal could become a concern.
- Osgood Road Culvert- Peter said the company is a week out from a site visit they will provide a formal proposal to put the pipe in. Dave doesn't feel there is any further activity there.
- Dave spoke with the mowing contractor who will be repairing the hydrant with the Fire Chief's approval. Chief True confirmed that this was the case and they have instructions to have it repaired.
- There was discussion on the curbs that were once on Towle Hill Road and the culvert on that Road. Peter has been in touch with the owner and they have concerns. There was a brief history of road maintenance discussed. Peter and Dave will complete a site visit, and this is part of the 2019 Road Reconstruction bid.
- The temporary signs that Dave put up at Sawyer Park can now be removed.
- Vanessa asked Dave to let her know when the pre-construction meeting at Moulton Ridge Rd will be because the homeowners would like to be a part of the meeting. Dave will narrow down the start date and will let Vanessa know.
- There will be a workshop session for detail rates and to begin drafting a Policy & Procedures for Details on August 5th.
- Tax Collector- Carlene Wiggin nothing to report, but she thanked the Board for getting the post office box.
- Building Inspector- Norman Giroux was not present.
- Treasurer- Sara Belisle was not present.
- Town Clerk – Carol Beers Witherell was not present.
- Recreation Committee- Elaine Bodwell was not present. Peter said town festival was great and summer camp is going well.
- Sawyer Kensington Trust Hez Mercadante reported as follows:
 - Susan Gilbert, Library Director, has requested that there be a lending library at the Park. They agreed that that would be a fantastic addition for the park.
 - The Trust is looking into the security cameras for the park
 - Adult softball will be running but there is no additional info available on the schedule.

NEW BUSINESS:

- PB Appointment – Christine Ouellette – The Board discussed Christine Ouellette for the Planning Board Alternate seat expiring April 2022. **At 7:16, Vanessa made a motion to accept the Planning Board's recommendation and appoint Christine Ouellette to the Planning Board Alternate position expiring August 2022. Peter seconded. All voted in favor.**
- Heritage Commission Appointment- **At 7:19 Vanessa made a motion to appoint Alan Tuthill to the 2 year term alternate position expiring 2021 for the Heritage Commission. Peter seconded. All voted in favor.**
- Trail Committee Policies and Procedures – The Board will review and discuss at the August 12th meeting
- Heritage Commission Policies and Procedures - The Board will review and discuss at the August 12th meeting
- Building Inspector- The Board reviewed an outline on how some surrounding towns are handling the Builder Inspector position and examples of Building Inspector job descriptions. The Board briefly discussed would like to entertain having a code enforcement officer and could these positions be combined. It was decided that additional research needs to be completed on these positions, pay structure, etc. before this topic is further discussed.
- Schedule JLC meeting- Will be addressed at a future meeting.

OLD BUSINESS:

- Excavation Permit – Vanessa said there was no discussion of the letter submitted at the Seabrook Board of Selectman. The Excavation Permit will be discussed at a future meeting.
- First Draft of the Audit - Kathy will coordinate. Vanessa suggested including the three most recent former Selectmen at the meeting.
- Virus Software- Kathy explained the Town Hall needs to update 3 Town Hall computers with virus software at a cost of \$32.00 per computer. The Board agreed that this is acceptable.

OTHER BUSINESS:

- Assessing Office – Kathleen Felch
 - Land Use Change tax– The Board reviewed the LUCT request for Map 11 Lot 42-2. **At 7:51pm, Vanessa made a motion to approve the LUCT for Map 11 Lot 42-2. Peter seconded. All voted in favor.**
 - The Board reviewed two resignation letters, one from Jack Herney – Library Trustee and another from Holly McCann- Trustee of the Trust Funds. The Board appreciates their service to the town. The Board discussed ways to recruit town interest.
 - Optional Inventory Forms- DRA- **At 8:08pm, Vanessa made a motion to respond the DRA that the Town will not be using PA-28 in 2020. Peter seconded. All voted in favor.**
- Approval of Board Minutes- June 17 & July 8, 2019 – **At 8:09pm, Vanessa made a motion to approve the meeting minutes for June 17. Peter abstained. Joe seconded. 2-0-1. At 8:10pm, Peter made a motion to approve the meeting minutes from July 8th. Vanessa seconded. Joe abstained. 2-0-1.**

The Board reviewed bills and mail.

The next meetings will be on August 5, 2019 for bid openings for Road Reconstruction; Regular Meetings Aug 12 & 26th, 2019

At 8:23pm, Peter made a motion to adjourn. Vanessa seconded. All voted in favor.

Respectfully submitted,

Chelsea Lalime