

Town of Kensington

Board of Selectmen Meeting via Teleconference Zoom

Monday, July 27, 2020

5:30 pm

APPROVED AUGUST 10, 2020

The Chairman called the meeting to order at 5:35pm when all members were present by Roll Call Vote. **Vanessa made a motion to break into Non Public Session under RSA 91A:3, II (a) (c). Bob Solomon seconded. Roll call vote was unanimous by the board for the motion to carry.**

Non-Public Session per RSA 91A:3, II (a) (c) : To discuss staffing needs of the Town Offices. Specifically, the Town Clerk and Assessing Offices.

**At 6:28 Vanessa made a motion to return to the public portion of the meeting. Bob seconded. Roll call vote: Vanessa Rozier – Yes, Bob Solomon –Yes, Joe Pace – Yes.**

At 6:30 the regular public meeting was reconvened. Joe opened the meeting for any public comments. No comments were made.

Police Department – Chief Scott Cain noted that the Town Hall was musty smelling, discussion regarding having the HVAC checked will be pursued. The PD recently had a PT test for new recruits, but noted that there would be none recruited from the recent testing. AJ Newman, recently resigned from the department. Chief Cain is interested in hiring some part time coverage but notes that it is challenging to find people. He is currently working on getting a new FOB for the main door as well as looking into possibilities for replacing a cruiser in the fall. Chief Cain noted that there was a road issue but that David Buxton handled the situation well and he was appreciative of how he handled it.

Fire Department – Chief Jon True discussed a primer failure on Engine 3 during training last week. Due to the heat and dry conditions, he expressed that people should use caution with outdoor fires. KFD was able to support Stratham with a structure fire today. Route 150 was closed briefly over the weekend due to a MV accident which required the road closure for the Medivac to be able to land at CP Lumber. He continues to work on budget related things as well as how fire permits will be handled. He hopes to streamline the process and improve it. KFD will also be looking into a new vehicle and notes that there are some funds available from the sale of the previous department vehicle. The board briefly discussed that this was an anticipated expense based on previous conversations.

Emergency Management – Chief Jon True gave an overview of the current COVID related numbers in the state. The question was asked about the time it takes from test to receive results. Currently that is about 5-7 days, although he anticipates that time frame to increase with the anticipated beginning of the school year, fall elections and transition of reopening phases. He encouraged people to get testing done sooner rather than later for results to be more readily available. He gave an update on the FEMA grant that was received in the amount of \$3700. The GOFFER grant will be submitted next, explaining that some of the criteria for what is covered may have changed. Brief discussion of whether election materials would be covered and other needs of the town. Chief anticipates the Hazard Mitigation Plan to be released any day. Needs of the Elementary School are being assessed and he is working with Principal Ruel on those things. Chief is also hopeful that the Kensington Helpers group of volunteers will continue post Covid-19. Chief has looked into electronic sign boards, which if paid for up front could be reimbursed with FEMA funds. These boards have many uses that would be beneficial to the town. The Building inspector inquired about

how these would be impacted by town ordinance and it was explained that the ordinance would not apply to the public use of them. Mr. Buxton added that he may be able to supplement funds for such signs out of his budget. The board expressed appreciation of the hard work and great detail that Chief True has given all of these ongoing projects. **Vanessa Rozier made a motion to authorize the expenditure of up to \$17,000 for the electronic sign boards. Bob Solomon seconds the motion, with the anticipation that it will be paid back over time. Roll Call vote: Vanessa Rozier – Yes, Bob Solomon – Yes, Joe Pace – Yes.**

Road Manager – David Buxton explained that the grinding had been done on Moulton Ridge Road. Paving will begin on Wednesday. The area of concern on Towle Hill Farm Road will be cut and re-topped. He is in the process of reaching out to the Yorkfield Farm regarding their excavation schedule and work on the cisterns. The marking of dead trees around town has been started and if people know of trees that should be marked he asks them to notify him. Vanessa inquired about the culvert on Moulton Ridge Road, he stated that it had been removed today. Recently he has been made aware of drainage issues on Olivia Lane and Bartlett Road, he is aware is will be assessing. Additionally, the culvert on Hidden Pasture will be addressed, however he is seeking additional bids for the work to be done. Mr. Buxton asked if the blueprints for Yorkfield Farm could be made available to him so that he can review them again before contacting the landowner.

Tax Collector – Carlene Wiggin stated there was no issues in her office.

Building Inspector – Norman Giroux offered follow up on 2 Amesbury Road regarding the 2 sheds that have an August 1<sup>st</sup> deadline approaching and work remains to be completed. He explained that there is a buried propane tank that needs to be addressed before the sheds can be moved. There was further discussion of varied signs in town. It was agreed that they may need to be reassessed at another point in the future but for now, no action is needed.

Town Clerk – Carol Beers-Witherell announced that Online Dog Licensing will be suspended because of the civil forfeiture process and according to the state law those fines need to be paid in person. Vanessa Rozier suggested that residents should be reached out to individually. Carol also discussed Absentee Ballot request forms coming back and that some people are forgetting to declare which ballot they want. Please check your request forms carefully before sending them back.

Recreation Committee – No discussion

Conservation Commission – Sydnee Goddard presented the board with the Logging Contract that is anticipated to start in August. The last time Hodges Conservation land was logged was 2005, she explained that this practice supports the wild life and preserves the forest. The same Forrester, Charlie Moreno and Logger, Carol Morse will be used. Discussion continued about the contract having great detail. As far as the money that is involved by a project like this, the money from any logging in the past has been put in a trust. The money first pays the forester and what is left is held in Trust. **Vanessa Rozier made a motion to approve the logging contract. Bob Solomon seconded. Roll call vote: Vanessa Rozier – Yes, Bob Solomon – Yes, Joe Pace – Yes.** Discussion continued to discuss the follow up on the abutter letter regarding the disturbance of the rock wall. Sydnee and Vanessa will follow up. Also, the proposed Equity Commission will be discussed further at a future meeting.

Sawyer Kensington Trust – The park has experienced more vandalism issues. The Trust is going to be getting cameras put up, but encourages the public to speak up if they see anything so that it is reported timely and can be addressed. There are currently signs up at the park stating “Use park at own risk”. Hez

Marks-Mercadante will get those receipts to Chief True. Also, discussion of resolving the Fence Post issue was discussed and Vanessa and Hez agreed to work together on completing that.

Moderator – Harold Bragg was present to discuss the need for 3 additional voting booths to facilitate the fall elections and going forward would prevent having to replace any older existing equipment. The Election team had assessed the old booths and their limitations for the social distancing and CDC guidelines related to the elections. An invoice was presented and discussed. **Bob Solomon made a motion to authorize the spending of up to \$3500 for the new voting booths. Vanessa seconded. Roll call vote: Bob Solomon – Yes, Vanessa Rozier – Yes, Joe Pace – Yes.** Chief True added that the order could be put through Emergency Management budget and he will look into reimbursement related to grant funds.

Library – Sue Gilbert explained that the Library was still operating with curbside service and is not opening up to 15-minute appointments that can be available through phone call or email. She also discussed that the School Board has approved the library request for August 18, 2020 for the drive-in movie idea. Insurance is included in the service that is providing the screen and helping to organizing the event. Kathy Felch requested that the insurance certificate could be produced for documentation. **Vanessa made a motion to grant permission for the open-air permit. Bob seconded. Roll call vote Vanessa Rozier- Yes, Bob Solomon- Yes, Joe Pace – Yes.**

#### Town Hall Reopening Phase 3 –

Discussion continued regarding opening the Town Office Lobby for in person transactions. Chief True and Joe Pace worked together on a plan which Chief True documented and explained. He referenced this document during his explanation that traffic will be one way in, one way out and allow for distancing. The entrance will be to come in the side door where the ramp is and the exit will be down the stairs or elevator. There will be a white board or something similar to communicate which offices are open and the requirements of masks being required for in person transactions. Masks will also be worn by staff. In addition, staff is asked to keep their office doors closed and utilize a fan to pressure the office. Online and appointments will remain available options for residents as well. Discussion continued about cash money and use of the sterilizer among the offices. Chairman Pace added that the town reserves the right to change the protocol as situations may change. This re-opening phase will go into effect August 3, 2020. PPE will be provided by Chief True and staff is encouraged to be tested as the wait time for results will only get longer. Sue Gilbert asked the question about in the event that someone contracts the virus. He explained that there is a protocol to evaluate exposure and trace the exposure. Upon phase 3 being started it will be reassessed as needed. **Bob Solomon made a motion to approve Phase 3 of re-opening Town Hall. Vanessa seconded. Roll call vote: Bob Solomon – Yes, Vanessa Rozier – Yes, Joe Pace – Yes.**

Re-opening was then also discussed from the aspect of holding public meetings. This is referred to as Phase 4 or potentially some sort of hybrid of in person and virtual meeting. Chief True again referred to his plan document and maps that were created to accommodate the Boards. Stating with the Planning Board as it has the most members. (Please see maps and the document created by Chief True). Discussion continued about the capabilities of the wifi signal and internet bandwidth ability. There are many scenarios to think about which will need further discussion. The next step will be for the other Boards to be approached and give feedback. Anyone with questions is encouraged to reach out to Chief True.

Assessing Office – Kathleen Felch presented the PA-28 Inventory form. Explaining that this is not a form that the town has previously used. We utilize the services of Avitar for the inventory and tracking of

properties in town. **Vanessa made the motion that the town will continue to no utilize this form. Bob Solomon seconded. Roll call vote: Vanessa Rozier – Yes, Bob Solomon – Yes, Joe Pace – Yes.**

Approval of Minutes from 6/29/20 – **Vanessa made a motion to approve the minutes from 6/29/20, seconded by Bob. Roll call vote: Vanessa Rozier – Yes, Bob Solomon – Yes, Joe Pace – Yes.**

Approval of Minutes from 7/13/20 – **Vanessa made a motion to approve the minutes from 7/13/20. Bob seconded. Roll call vote: Vanessa Rozier – Yes, Bob Solomon – Yes, Joe Pace – Yes.**

Meetings for August will continue to be the 2<sup>nd</sup> and 4<sup>th</sup> Mondays as there does seem to be a need to hold a meeting in a week. The next meeting will be held August 10, 2020.

Bills/Mail and Payroll will be completed via Docusign.

Juli Noyes, Animal Control Officer was present with Chief Cain to clarify the subject of Dog Fines. She referred to the RSA that states the warrant is to be signed between June 1 and June 20 by the Board of Selectmen. Once the fines are distributed, which is done in person, if they go unpaid x 15 days then they have a summons to court. There were modifications to this procedure this year due to Covid-19. The court date is set for September 24, once it goes to court the fine becomes \$50. If the fine is paid before the court date the issue is done and they do not need to appear in court. Discussion continued about the Warrant being signed June 19, 2020.

**Motion to enter Non-Public per RSA 91:3II (a) (c) made by Vanessa Rozier at 8:40 pm. Bob Solomon seconded. Roll call vote: Vanessa Rozier – Yes, Bob Solomon – Yes, Joe Pace – Yes.**

**The board emerged from non-public and Vanessa Rozier motioned to adjourn at 9:21 pm. Bob Solomon seconded. Roll call vote: Vanessa Rozier- Yes, Bob Solomon – Yes, Joe Pace – Yes.**

The Board discussed the need for a public hearing to discuss the Comcast Franchise renewal, Joe stated that in a volatile market he believes that this option will be best for the town. The public hearing will be scheduled for August 24, 2020 via zoom for the board and a representative from DTC will be attending to answer questions pertaining to the agreement.

Vanessa made a motion to adjourn the meeting at 9:23, Bob seconded, all in favor. Roll call vote: Vanessa Rozier – Yes, Bob Solomon – Yes, Joe Pace – Yes.

Respectfully submitted,

Sarah J. Wiggin