

Town of Kensington
Board of Selectmen
95 Amesbury Road
Monday
January 23, 2017
Meeting Minutes-Draft
6:00pm

In Attendance: Norman DeBoisbriand, Robert Wadleigh

Others in attendance: Linda Blood, Holly McCann, Donna Carter, Kelsey Plourde, Emily Greenwood.

Norman called the work session to order at 6:00pm.

Donna presented the board with adjusted contracts that named the town as the signer, not the recreations department. The board signed the contracts presented for ALNOBA, A&B DJ and Photo Booth for the Father Daughter Sweetheart Dance scheduled for February 10, 2017.

The board had asked the Summer Camp directors and the Recreation Committee to attend tonight to go over the summer camp registration process and to discuss the hiring process for the town.

Kelsey Plourde outlined the expenses that the Summer Camp has and the fees charged. It was indicated that the fees had been increased a few years ago, and there were comparisons done by the directors that showed other camps rates compared to Kensington's and what each camp offered.

They do not want to raise the prices, but suggested a one-time registration fee as an alternative to raising prices.

There are approximately 30-35 campers per week and a lot of them utilize the extended day program. They also have a discounted rate for campers that sign up for all eight weeks.

The board asked about rainy days and what they do. Emily explained that they have been going to the Kensington Elementary School when rain is predicted. They try to call the changes the night before so that there is no confusion during pick up and drop off times. They believe that the process that they have in place has been working well so far.

The have also stopped the CIT program due to the insurance issues with them not being covered under our current program. They are keeping their ratio of counselors to campers at 6 to 1. The board asked if this is a problem not having the CIT's, they explained that things are working fine.

Kelsey asked the board about the current waivers and if the wording is okay. The board approved for the insurance company to review the current waivers being used by the camp.

The board then reviewed the hiring process. The board informed the directors that they will have to turn in all applications to the board as well as having them report back to the board for the final hiring. They will be acting as the hiring committee, as they have been, but the final decisions and hiring will be done by the board with the advisement of the directors. They expressed that tentative offers could be made to the applicants, but all applicants over 18 years of age will have to agree to a background check, once the results are returned then the formal offer can be extended. They stressed to the directors that if there are any employee issues they need to made aware of them immediately.

The board informed them that this is a town wide change for the hiring process and that the board is also in the process of reworking the Employee Handbook. All future employees will need to sign off on receiving this handbook, not all features will apply to the summer employees, but this is a process that will be implemented.

The board asked if they have all the equipment that they need for summer camp, and to let them know if they come across something that is needed. The directors expressed that the school has been generous in letting them borrow various items for the camp. They will contact them if there is anything that is needed.

The board told the directors and the recreation department members present that if there are any issues over at the park to contact Norman. They will provide them with numbers for contacts if there is anything needed.

The directors had invited the board to attend an afternoon meeting, but they were unable to attend and apologized for not being able to be there. The board likes the way the camp is operating and stated that the directors are doing a great job.

The work session concluded at 7:14pm.

Respectfully Submitted,

Kathleen T Felch