

**TOWN OF KENSINGTON
BOARD OF SELECTMEN
MEETING MINUTES**

March 2, 2015

Approved March 16, 2015

In attendance: Norman DeBoisbriand, Bob Wadleigh and Peter Merrill were in attendance. Norman called the meeting to order at 7:00pm.

Comstar Ambulance Billing- Jeffrey Tassi from Comstar attended at the Board's request to review the billing procedure and fee schedule. Mr. Tassi confirmed our rates are lower than many of their municipal clients because we are located in NH and many of their other municipalities are located in MA which could skew the statistics. We are in the lower middle class compared to other NH towns. The rate setting is done by the community and this rate change form is sent out annually. It indicates the allowable Medicare rates and compares our rates to the average rates of Comstar's top 50 clients which are what insurance companies pay. Peter requested the percentage of our write offs. Charlie responded it's approximately 25%. Mr. Tassi stated in the last fiscal year there were 61 transports and \$21,415 was collected which is almost 74% of what is allowable. They do not bill co-pays to residents however non-residents are billed. Norman asked if percentage is good compared to other clients and Mr. Tassi responded its low but we voluntarily do not collect co-pays for residents. Norman asked how many other communities soft bill and Mr. Tassi estimated less than 20%. The challenge is not knowing a patient's annual deductible and if it's satisfied. Peter would like to review this again in the future. Mr. Tassi will provide requested information to Kathleen. Charlie advised the bulk of calls are from the elderly town residents which is why the board originally decided to soft bill. Comstar has more aggressive approaches to collect funds if the town chooses. If the fire department submits face sheets it will help their billing. He stated this rate change form is not urgent and our billing contract has an evergreen clause. This is a secondary contract because our rate was decreased. It expired August 30th, 2014 but had a clause that it shall automatically renew in one year terms unless one party provides written notification prior to June 30th each year or provides 60 days written notice so it's an at-will contract. Our current rate is 5% which decreased from 10% when we combined with 30 communities for the bulk discount.

CITIZEN'S FORUM:

DEPARTMENT HEADS:

Police Department-Chief Sanders reported:

- The lease paperwork was signed Friday at Foss Motors. The cruisers are being sent to be outfitted today.

Fire Department- Chief Leblanc didn't have anything to report.

Building Inspector-Mark Sikorski was not in attendance.

Road Manager-Dave Buxton reported:

- Other towns have already depleted their snow removal budgets so he feels our budget is reasonable. Our loader fees are significantly lower compared to surrounding towns.

Emergency Management- Robert Gustafson was not in attendance.

Assessing- Kathleen Felch reported:

- She submitted quotes from Epping Well & Pump and Nelson Analytical for water testing.
- Bob Gustafson advised her FEMA is extending the disaster dates until February 22nd which allows us to submit another \$70k in expenses for a possible 75% reimbursement.
- She submitted a list of charges incurred for the town hall warrant article.

Tax Collector- Carlene Wiggin was not in attendance.

Town Clerk- Pamela Kehoe was not in attendance however Harold Bragg attended to discuss the upcoming election:

- He will not be available for the election setup next Monday night.
- The Police Department will have access to everything in the town hall and Chief Sanders will be there to help.
- Peter has the map on how to set up the room.
- It will be a full electronic election.
- The law requires selectmen to be in attendance so he scheduled a selectman as a worker during the day.
- All selectmen must be present to sign the returns. Peter confirmed with Harold that since two selectmen are on the ballot they will be allowed inside as long as they aren't electioneering.

Recreation Department-Members were not present.

Conservation Commission- Members were not present.

Sawyer Kensington Trust- Members were not in attendance.

Building Committee Update- Peter reported he realized the heating system wasn't working when he was at the town hall with a vendor last week. A plumber came on Saturday and repaired it. He determined the pump had failed which caused the control board to fail. John Weston will begin the network and telephone wiring tomorrow and once that is complete they can schedule the spray foam. Richard Elwell asked if there has been any ice buildup since this is the first winter since the gutters were installed. Norman responded there are ice dams and asked the police department to confirm there isn't any water damage upstairs. Since we are heating a building with no insulation it's a unique situation. Richard asked if the open house has been scheduled and Peter stated before they allow people in the building, it needs to be safe. They will be removing some of the hanging wires tomorrow.

NEW BUSINESS:

Town office Lease Renewal- Peter stated the 2014 expiration date from the original lease agreement was crossed out and changed to expire in 2015 instead of drafting a new lease. Since the original lease was for two years he was unsure if the one signed in 2014 would qualify for two years. Norman interpreted it differently and said it was signed in April 2014 for a new lease which starts on that date and we have the ability to renew for one more year. Lynne presented an email from the landlord who plans on increasing the rent from \$900 to \$1200 per month and switch to a month to month lease with a 30 day notice of eviction. Peter asked if we have a legal right to a one year lease or month to month with a 30 day notice of eviction. Norman suggests having our attorney review the lease, exercise our option in paragraph 23, and have him draft correspondence to send to the landlord. Norman made a motion to send to our attorney, have him review it, and pursue the option for one more additional year seconded by Bob with all in favor.

Document Retention Committee- Norman would like to sort the documents at the town hall to see what can be shredded and what needs to be maintained. There are historical and sensitive documents that need to be safeguarded and several old computers that need a secure demolition. Once this process is complete, they can determine the number of filing cabinets needed.

John Weston Invoice- John Weston submitted an invoice for a deposit. Peter made a motion to process a check request for \$1k deposit, seconded by Norman with all in favor.

OLD BUSINESS**Administrative Assistant:**

- **Annual Report-**The Report is due to arrive tomorrow.
- **Town Hall Flag-** Paul Steeves requested permission to purchase a new flag to replace the one at the Town Hall. Norman said there were some flags in the town hall but they were not the correct size.
- **Library Parking** – Lynne asked if any of the Board members would be attending the School Board meeting on March 11th at 6pm to discuss the parking spaces. They will notify Lynne if two or more members plan on attending so she can post it.
- **149 South Road-** Norman did not have any updates.
- **Kuegel Pit / Fire Truck Questions for Attorney-**Norman is still working on these and will send them to Lynne this week.
- **William Scotsmen Damage Invoice-** Peter confirmed the final version is ok to pay. There was some fixed furniture removed including filing cabinets, but the police department isn't sure where they went. Chief thinks he may still be using one. Peter made a motion to approve the payment, seconded by Bob with all in favor.
- **Snow Removal** – Lynne received an email from a resident on Stumpfield Road applauding the snow removal work being done during this difficult winter. The Board asked Lynne to forward to Dave and Chris.
- **Library Furnace-** The town librarian submitted an email stating they will need a new furnace and will request to speak with the Selectmen soon. Bob advised a commercial

furnace could cost \$4-5k minimum. The Board discussed they may benefit from switching to propane. Norman stated they had the opportunity to talk to the Board during budget negotiations. Bob confirmed the Town does not own the building and Norman wanted to know why the Town would make a capital expenditure for a building we don't own. Peter said they will need to come in to talk about it and provide more information. Bob was in agreement because he would like to know exactly what is leaking.

- **Septic Reviews-** Peter Landry declined the request for a quotation, but offered to assist training someone. Peter suggested Dennis Quintal. Norman inquired if we have a contract with the county. Lynne will gather the information.
- **DES Unutil Notice-** Mail was given to Norman as health officer.
- **Health Officer Training-** Norman is unable to attend the training.
- **Pole Exemptions-** The NH Municipal Association reached out to the Board to ask them to contact Bob Nigrello to urge him to vote against House Bill 547.
- **Church Parking Lot-** Lynne received legal advice confirming the Town cannot plow the church's parking lot. Peter read the response and said since the church most likely didn't budget for plowing he's not inclined to stop immediately. All three selectmen agreed to plow the remainder of the season and let them know it is because of a hardship. The benefit derived by the Town was for the use of their bathrooms up until the beginning of the year and the Board just became aware it would not be an emergency overflow shelter. Lynne will send them a letter.
- **Adjusting Audit Entries-** Norman reviewed the entries with Kathleen. A discussion regarding revolving and capital reserve fund accounts ensued. They discussed the ambulance fund again and Chief Sanders suggested having the EMTs stay at the hospital until they have the insurance information so the patients and insurance companies can be properly billed. Peter said if the revenue was tied to their \$50k stipend, they would obtain the proper insurance. Norman doesn't agree with the revenue being deposited into the fund without using any of it to offset current ambulance expenses. Kathleen said any changes would need to be done with a warrant article.
- **Congressman Frank Guinta-** The Board reviewed a letter asking to meet with the Board to discuss the "Cadillac Tax" provision mandated under the Affordable Care Act. The Board declined.
- **Minutes-** Lynne asked the Board to submit minutes for posting for the meeting held while she was on vacation. Kathleen will forward to her.
- **Agritourism-** Lynne will send contact information to Peter so he can address any questions directly to the State.
- **243 Amesbury Road Unit 6 Heat-** Kathleen confirmed she has not heard back from the repair company and she is still using a portable heater. Lynne will contact them again.

Richard Elwell inquired if the non-public meetings are necessary and Norman confirmed they are and suggested Mr. Elwell run for a seat on the Board.

Non Public Session RSA91A:3,II(a&c): Norman made a motion to enter non-public session at 9:11pm, seconded by Peter with all in favor. Two employee and two welfare issues were discussed. Norman made a motion to leave non-public session and seal the minutes at 10:25pm, seconded by Bob with all in favor.

Bills & Mail- Bills were discussed, approved and signed. Peter made a motion to pay all invoices, seconded by Norman, with all in favor.

Meeting Minutes- Minutes were not approved.

Next Meeting Date-March 16, 2015 at 7:00pm at the Kensington Elementary School Library.

Peter made a motion to adjourn at 10:45pm, seconded by Norman with all in favor.

Respectfully submitted,

Lynne Bonitatibus
Administrative Assistant