

**TOWN OF KENSINGTON
BOARD OF SELECTMEN MEETING
ADVISORY BUDGET COMMITTEE
KENSINGTON ELEMENTARY SCHOOL LIBRARY
122 AMESBURY ROAD
Kensington, NH 03833**

**THURSDAY
NOVEMBER 19, 2015**

**AGENDA
6:00pm
*Meeting minutes-draft***

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In Attendance: Norman DeBoisbriand, Chairman, Peter Merrill, Robert Wadleigh

Norman called the meeting to order at 6:00pm, Bob seconded all in favor.

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**NON PUBLIC:
RSA 91-A:3(a)**

Norman made a motion to go into non public session at 6:08pm, seconded by Peter, all in favor.

One employee issue was discussed. Norman made a motion to seal the nonpublic minutes and return to public session at 6:30pm, seconded by Bob, all in favor.

Budget Review:

Others in Attendance: Michael Schwotzer; Bob Knowles; Fred Feldman; Donna Carter, Recreation Department; Charlie LeBlanc, Fire Department Chief; Chief Scott Sanders, Police Department; Dawn Frost, Town Clerk; Dave Buxton, Road Manager.

Recreation Department:

Donna explained to the board the way that the Recreation Revolver was originally set up. The Rec department was to have their fees for programs separate from the revolver funds that are used for the functioning of the park. They would charge for events and functions and that money was able to roll over and be used for events or functions within the recreation department. The Rec. Revolver as a whole has been functioning with fees from park usage. The Events, and Adult Softball as well as the Ski and Summer Programs are for the use of the Rec Department and the fees that are rolled over should not be used for the upkeep of the park. The question of why the mowing expense is in the town section came up. It was in the revolver at one time, and all of the other expenses to do with the lawn maintenance are in the revolver. The board will continue discussions with the recreation department.

Fire Department:

Charlie went through the fire department budget. Some changes were made by the committee based on previous years spending and budgets. Charlie explained that he will need more air paks and would like to add some to the budget.

Police Department:

Chief Sanders explained his budget and was able to answer all of the questions asked. He detailed out the expenses, and explained that he would be putting in a warrant article for body cameras for the department. He also would like to encumber some of his remaining budget for lockers and an evidence locker. He was asked about the cruiser maintenance and why it was so high. He explained that the four wheel drive vehicle that the department has is old and will be needing repairs, so the amount would need to stay there to cover any big expenses. There were no changes made to his budget.

Highway:

Dave Buxton went through his budget and why he added expenses to the plowing. He indicated that he added extra to the budget because it was projected to be a winter like last year. He lowered the amount on the road side mowing for just one mowing next year. He included a 3% increase in pay, and increased sand and salt, Culverts, Flaggers and utilities. He decreased ditching, and shed maintenance.

Town Clerk:

Dawn Frost explained that the budget for elections is increased because of the 4 elections this year. The programing of the card is approximately \$500 per election, plus the cost of the ballots needed for the machine to tabulate the results. She was asked about the deputy salary and why it was increased and she explained that it was because it was for 10 hours a week at \$15.00 per hour. There were no changes made to her budget.

Administrative:

The committee went through and asked about the administrative assistance position and the board explained that they are still evaluating what was done in that position and the need for it being filled. The amount in that section was lowered to accommodate the current position that has someone taking the Board's minutes.

The board also took out the selectmen's expenses, and lowered it to \$1.00, lowered secretarial support to 1.00 and decreased Other Expenses by 500.

Assessing:

This section was discussed as well. The assessing salary was increased due to increased number of hours worked weekly. Tax map update had to be added this year because by RSA it needs to be updated.

The committee set a date of 11-30-2015 at 6:30pm for the next meeting. Planning and Zoning, Cemetery, and Library will be discussed then, the board is hoping to finish out the budget with the department heads and get the budget finalized, to send to the Selectmen, within the next 2 meetings. The Board of Selectmen will then hold a public hearing for residents. All meetings are open to the public and the public is encouraged to attend.

The board stayed in open session after the advisory budget committee left.

The Timber Tax Warrant was signed, as well as 2 bills for the current Town Hall Construction for Joel Clough and Tom McAllister.

The Board was given copies of the current Employee Handbook for the town.

The board discussed the bottom line budget or line item budget. It was explained that the board is responsible for the bottom line and the departments are responsible for their line items and budget.

The Building line item is over and it was explained that it is the roof from the Grange and the walkway for the Library were the reason for that overage.

It was discussed that the trailer line item might be able to be reduced.

NON PUBLIC: RSA 91-A:3, II(c)& RSA 91-A:3(a)

Norman made a motion to go into non public session at 9:45pm, seconded by Peter, all in favor.

One employee issue and one health officer issue were discussed. Norman made a motion to seal the nonpublic minutes and return to public session at 9:49pm, seconded by Bob, all in favor.

Peter made a motion to adjourn at 9:50, seconded by Bob, all in favor.

Respectfully Submitted,

Kathleen T Felch