

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

**MONDAY
NOVEMBER 30, 2015
Meeting Minutes-DRAFT
6:00pm**

In Attendance: Norman DeBoisbriand, Bob Wadleigh, Peter Merrill

Non-Public Meeting

RSA91-A:3, II (a);

Norman made a motion to enter into non public session at 6:03pm, Peter seconded all in favor. An employee issue was discussed. Peter made a motion to close the nonpublic and seal the minutes at 6:27pm, Norman seconded, all in favor.

Public session:

Norman motion for public session 6:28, Peter seconded, all in favor.

NEW BUSINESS:

The board decided to move the second meeting in December from Monday the 21st to Thursday December 17th. All board members agreed to move the meeting date.

PLT:

Property Liability Trust has not been approved to continue the Municipality insurance. The board is currently seeking the quotes from Primex and Davis and Towle Insurance Group. Kathy and Peter will meet with Primex on Tuesday December 15th to go over insurance needs of the town.

BUDGET REVIEW

Present: Michael Schwotzer; Fred Feldman; Chief Scott Sanders;

Norman passed out a revised budget and thoughts on where the budget could be increased or decreased. A four year average for the budget was passed out to all those present. Norman created the four year average and added explanations on why they might have increased or decreased. Some of the totals that he is proposing are different then what the department heads have proposed based on the four year average. The board has been looking into getting a server for the town to house all of the town documents, emails and programs.

The budget committee went through the budget and all of the suggested amounts.

The departments were gone over line by line and explanations were given for each amount. Some of the overall departments went down and some increased, due to adding in software, website creation, and computer needs.

Mike Schwotzer read to the board.

During the November 19, 2015 meeting of the Selectmen and the Budget Committee, the budget amount for the Assessing Clerk Salary line (4150ACS) was changed from \$28,642 to \$35,892. This is reflective of two things: 1) a changing her schedule from 30 hours per week to 36.5 which is more reflective of actual work load and 2) a rate increase of 3% (\$18.36 to \$18.91) which is consistent with other department proposals.

Mike explained that to add this into the default budget would ensure the added hours and increase in salary. This is also the case with the police department employees. He is suggesting that the amounts become approved rate changes as January 1, 2016.

He explained that the raises will not occur if they

To supplement another departments salary would be going between two line items and would need a budget transfer.

He also explained that he and Kathy were looking at the budget and that one or more of the departments will be going over budget. The board has the authority to allow a budget overage for good reasons. Financial Administration will be going over because of legal and salary issues. General Building might go over as well, due to the Grange Roof being repaired.

Chief Sanders explained that his salary is the same issue.

Norman explained that the board will take the salary issues into consideration.

The other departments were discussed and variations to the proposed four year average were discussed and changed.

Recycling was looked at because it is the first year that the town will be paying for the recycling at \$20 per ton.

All of the changes were entered in during the meeting and then the committee went back through some of them. Not all items need to have the dollar to reserve them, they can be zeroed out. Only the TAN line item will need to be 1 to be able to get a Tax Anticipation Note if the town needed to.

Volunteer Forms:

Kathy handed out the board the volunteer sheets and scope for each person volunteering at the Town Hall to sign.

Public Hearing on the Budget and Unanticipated funds will be soon. Unanticipated funds will be on the 17th of December the Budget Public Hearing will be the 4th and 18th.

The board would like to remind the Church that the Town will not be plowing them this year.

The board will also reimburse Norman Giroux for his Liability insurance to be the contractor on the Town Hall Project, due to the reduce price for him working on the project.

Norman would like to take a look at the building permit section and help to determine a policy that will work for the town, with what the board has already discussed.

Kathy explained that the planning board is working on non-conforming lots and would like to have town counsel look over the proposal. The board agreed to have the language go to the town's attorneys for review before the Planning Board public hearing on the 15th of December.

Non Public- RSA 91A:3, II (a)

Norman made a motion to go into nonpublic about an employee matter, seconded by Peter, all in favor at 8:07pm.

Norman made a motion to close the nonpublic and seal the minutes at 8:17pm, Bob seconded, all in favor.

Peter made a motion to adjourn the meeting at 8:19pm, seconded by Bob, with all in favor.

Respectfully Submitted,

Kathleen T Felch