

TOWN OF KENSINGTON
BOARD OF SELECTMEN MEETING

Kensington Town Hall
95 Amesbury Road
Kensington, NH 03833

MONDAY

October 8, 2018

Meeting Minutes-Draft

6:30pm

In Attendance: Michael Schwotzer, Benjamin Cole, Robert Long appointed and sworn in at 7:57pm.

Mike opened the meeting at 6:31pm, Ben seconded, both in favor.

Pledge of Allegiance- Mike lead those in attendance in the Pledge.

DEPARTMENT HEADS:

Budget: Mike did a report on the current budget to actual and where the town is with the percentage of budget used. He reported that approximately 78% of the budget has been used, and until the board has the time to look at the budget and review the expenses he would ask that all department heads hold spending for the next two weeks until all the new members to have time to review the budget.

- Police Department –Chief Scott Sanders-not in attendance- at conference.
- Fire Department – Chief Jon True-
 - Briefed the board on the creation of the Kensington Volunteer Fire Department and reviewed prior payment of wages. Proposed to the board a new system that the current members of the fire department have reviewed and have not expressed any complaints with the new policy. The chief would like the board to accept this and implement the new process. The board liked that the fire department will have rates and will review and have a decision that will include a full board, at the next meeting.
 - The Chief expressed that the membership is at an all time low and wants to ask residents to please contact him if they are interested in joining the department.
 - Emergency Management - Chief Jon True- Charrette
 - He has been working on the Presidential Declaration from March and is hopeful that the money will be reimbursed to the town for the storm this year.
 - Charrette- Chief True updated the board on the two meetings held already by the committee and that they will be meeting on the 15th or the 29th. The board members asked if there was anything for them to do at this point, and it was explained that there will be letters going out to the planning board and the selectmen with the committee's thoughts.
- Road Manager – David Buxton
 - Dave explained that after hearing that the department heads where to hold spending, he is concerned because there are things in his budget that need to be finished out this year. The board is aware of his pending issues that need to be addressed.
 - The town needs a town wide patching and quotes were given verbally to David. This will be held until the next meeting of the board.
 - Two quotes were received from B&S Disposal that were opened and read.
 - Sand quote for \$17.00 per ton delivered.
 - Ramp replacement for \$4850.00-holding until next meeting.
 - Two quotes were received from Matrix.

- Plowing, sanding and shoveling of specific town buildings for \$19,875 to be divided into 5 payments of \$3975.00. **Mike moved to accept the bid from Matrix, Ben seconded, both in favor.**
 - The parking lot across the street work is due to start this week. **Mike moved to authorize the work across the street in the parking lot, Ben seconded, both in favor.**
- The sand quotes were reviewed. Dave had one verbal and two written quotes.
 - Plourde Sand and Gravel-verbal- \$13.16 per ton delivered
 - Ossipee Sand and Gravel- verbal- \$15.30 per ton delivered
 - B&S Disposal- written- \$17.00 per ton
 - The board reviewed the information provided. **Mike moved to accept the Plourde Sand and Gravel quote of \$13.50 per ton, Dave commented that the written quote is on the way, Ben seconded, both in favor.**
- Salt Quotes were explained.
 - Morton Salt-covered- \$54.89 per ton. Dave was told that they are interested in matching bids so he will call and see if they will.
 - Granite State- uncovered- \$47.00 per ton.

It was explained that the uncovered salt has approximately 15% moisture content and the covered salt is more cost effective due to the moisture content. It was discussed if the bid from Morton could be reduced that would be preferred. **Mike made a motion to accept the bid from Morton Salt for \$50.00 or less, Ben seconded, both in favor.**
- Ricci Development LLC request for release of funds- Dave is concerned with the sequence of construction not be followed by the developer, as well as the retention pond having access silt. Christian Smith, from Beal's and Associates was in attendance to give the board some input on the development and his thoughts and or concerns. He agreed with Dave and also expressed concern that there is a driveway without a culvert, every driveway within the development needs to have a culvert, per design. The following was discussed and will be forwarded to the developer.
 - Sequence of Construction, as agreed upon, is to be followed
 - Culverts shall be installed under all driveways in subdivision
 - Edges of swales shall be loamed and seeded
 - Retention pond shall be pumped, desilted, and tilled
 - After desilting and tilling the retention pond, the area around the pond shall be re-loamed, seeded, and mulched

Ben made a motion to deny the release of fund, Mike seconded, both in favor. Mike explained that once the deficiencies are corrected and Dave and Mr. Smith sign off, they will readdress the request.
- Tax Collector- Carlene Wiggin- nothing at this time.
- Building Inspector- Mike wanted to relay the recently received email to the building inspector about the changes in permitting for energy certification, which has now been passed down to the municipalities state wide. He also expressed concerns about the home on Cottage Road that needs repairs, and looks to be abandoned, and would like to know if the building inspector has any information on that home.
- Recreation Committee- Elaine Bodwell approached the board with some updates:
 - Adult Basketball will be starting on December 6, 2018 and will be on Thursday nights. Fees will be paid to the director of the program along with waivers provided by the town. She wanted to clarify if the fee was \$5 each game or \$5 for the session. **Ben motioned to establish a one-time fee of \$5.00 for adult basketball, Mike seconded, both in favor.** The waivers will be retained by the director of the program and copies forwarded to the town with the fees.
 - Ski Program was discussed and the fact that it will need to be advertised soon for the town to be able to participate. On Wednesday the recreation committee will discuss this.

- Sawyer Kensington Trust- Ben started discussion by announcing those who expressed their interest in being on the Trust. John Andreasse, Heather Mercadante, Donna Carter, Glenn Greenwood and Robert Long. The board discussed wanting to have the members on the agreement committee appointed to the trust.

Richard Elwell- asked if the issues discussed at the last meeting involving conflicts of interest with appointees to the trust were considered, and asked if this board had approached the previous board regarding this. Ben explained that he had considered the advice given at the last meeting and has had discussions with the previous board members individually. Ben made a plea to those that submitted their names for the trust and asked them if they feel that they have a conflict, and if so they can withdraw their names now. No one expressed having a conflict.

Holly McCann- asked if the public would be able to express comments on the agreement. Ben stated that would be discussed later in the evening. But that he has given the group guidelines to follow that are very specific and the first report is due to the board the first meeting in November.

Ben motioned to appoint Heather Mercadante, Donna Carter and Glenn Greenwood to the Kensington Sawyer Trust, until March 2019, Mike seconded, both in favor.

- Other Department Heads-

- Kensington School Board- next meeting is October 10, 2018.

NEW BUSINESS:

- Harold Bragg- November Election- Harold was moved up in the agenda and approached the board to express a request to have the elections at the Kensington Elementary School due to parking, not needing police presence all day, ease of access and involving the students in the process when they are in school during the elections. He did express that there are some very strong feelings to having the elections in the Town Hall and he understands that, and they could make it work, but his preference is to have them at the school. With the last presidential election there were 1300 voters that went through the room. Ben asked the schools opinion on the voting being held there. Harold reported that they were okay with it, once the topic of concealed carry was addressed. Ben supports the move, but is hesitant to lose the connection to the town hall. Mike agreed that the building project was a success, but agrees the school works as well with the deliberative session being held there, and this would keep the consistency of all election sessions being held in one place. **Mike made a motion to move the voting for all elections for the town, if in agreement with the school, to the Kensington Elementary School Multi-purpose room, Ben seconded, both in favor.**

- Deputy Town Clerk Appointment- Ben explained that he and the Town Clerk Carol had met with Nancy Wadleigh and at this time would like to make a motion. **Ben motioned to appoint Nancy Wadleigh as the Deputy Town Clerk, Mike seconded, both in favor.** Both signed the appointment.

- Board of Selectmen position – Candidates- Mike read the names of the residents that submitted their names to fill the selectman position. In no particular order: Tom Morgera-nothing submitted for background and not in attendance, Robert Long-email read. Robert addressed the public to state that he is interested in the position, Michael Lawson-email read. Michael addressed the public and requested to withdraw his interest at this time. Cheryl McDonough-email read. Cheryl was not able to attend.

Ben expressed his nomination to appoint Robert Long. Mike agreed due to the scheduling conflicts that Ms. McDonough expressed and Mr. Lawson withdrawing his interest. **Ben moved to appoint Bob Long as the 3rd Selectman, Mike seconded, both in favor.** Mike explained that the Moderator, Town Clerk or Selectman can swear in an official. Mike then read the appointment and swore in Robert Long.

- Request nominations/self-nominations for Recreation Committee- the board will hold off on this until the next meeting and will put out the need for help on the committee as there is currently only one member. Dan Sweet was in attendance and expressed to the board to have one contact that will be getting back to requests was good last year. Holly McCann was in attendance and Mike asked if she would be willing to do the scheduling of the park again this year. Ms. McCann agreed and expressed her interest in helping the town in any way she is asked.

- 2018 Investment Policy- hold until next meeting for board to be able to review.

- Employee Manual-tabled until next meeting -pending input from department heads.

•DTC Engagement agreement- Utilities- it was explained that the town has had a case filed in superior court with a utility company and Donahue, Tucker and Ciandella asked to have the engagement agreement signed to be able to represent the town in this matter. The town will be part of a group so that the cost is decreased for the court fees per town. DTC will be asked how many towns are in the group so far.

Mike made a motion that the board agrees to be represented by Donahue, Tucker and Ciandella for this matter, Bob seconded, all in favor.

•Schedule Non-Public session RSA 91A:3, II-a compensation- board discussed days that would work for the session and Monday October 15, 2018 at 5:30 will be scheduled.

•Town Park scheduling requests-the board will address this at a later time. Kathy indicated that there are program coordinators that wanted to speak with the board at the meeting on the 22nd, they will be asked to approach the board at a later time.

CITIZEN'S FORUM –

Holly McCann- expressed disappointment in the interim board for the appointments to the trust. She asked if they had reviewed the current matters before the board, and feels that one of the appointments is not appropriate. She asked if the matter had been resolved. Ben expressed that he appreciates her concern, but doesn't know what is to be resolved. During the forum time it is not for board to comment, if she could be put on the agenda or get her questions to the board in writing they will address them. Ms. McCann is not interested in being on the agenda. She will think about getting questions to the board.

Richard Elwell- he expressed his difficulty hearing even with the new system. Chief True responded that the board had tasked him to resolve issues with the company and report back to them, he is addressing the issues.

OLD BUSINESS:

Town and Kensington Sawyer Trust Agreement Review Committee Report- Ben stated that the group had been given a charge and Mike has reviewed it and was impressed with the detail and how the meetings will be run.

OTHER BUSINESS:

• Assessing Office – Kathleen Felch-

- Intent to Cut- M2 L9- The board reviewed the intent to cut and **Mike made a motion to approve the intent to cut for Jean Mertinook, Bob seconded, all in favor.**
- Bulk Items – Raymond NH- They were not open today so they will be called to see if the sheet on the website is the current rates, items to be collected and times that they are open.

• Any other business brought before the Board

- Mike prepared a sheet for the board to review and they assigned duties for each member.
- 2018 Adult Softball fees submitted by the trust were reviewed. Mike read the letter supplied with the application requesting that the field rental fees be waived. The application was reviewed and fees were done by the dates requested. The lights were calculated to be \$1400 and were not requested for a fee reduction. The fees were based on \$3240.00 for the rental with discount of 20% for entire rental. The charge will be \$2592.00 with \$408.00 being refunded. **Mike made a motion to accept the fee of \$2592.00 which includes the discount of 20%, Bob seconded, all in favor.**
- Elected Officials Pay Calculations- Mike presented the board with a proposed pay calculation for the payout of funds to town officials. The selectmen and treasurer would be paid out yearly in March, with prorated portions if changes occur. Mike will abstain from the vote due to the fact that he would be included in these calculations as the treasurer.
Bob made a motion to support the new process of paying officials in March for their service. Ben seconded, Mike abstained.
- Mike explained that the board was given a warrant article for a Town Administrator. He has made his suggestions and corrections. This proposes to implement the salary of \$60,000 into the budget if passed,

and Mike suggested a reduction in amount to \$50,000. He would like to see the position be an independent contractor, who is responsible for their own insurance and schedule. Jen Ramsey suggested that the board send this to legal counsel to review to make sure that it is a legal article.

Mike will touch base with the resident that submitted the suggested article.

- Email accounts- the members suggested that Bob set up a selectmen's email account before receiving selectmen's documents via email. He will create one.
- There has been a request to be on the agenda for October 22, 2018, the board will review this.
- Approval of Board Minutes- September 24, 2018 – Ben and Mike expressed that the minutes be in summary form, but have no issues with the ones prepared. **Mike made a motion to accept the minutes, Ben seconded, Bob abstained. Mike and Ben both in favor.**
 - The board expressed the need to hire someone to do the minutes for the selectmen's meeting and the planning board, the position will be posted.
 - Ben and Mike thanked Bob for stepping forward to help the town until March. Bob asked if he could be the Recreation Department liaison. **Ben motioned for Bob to be the ex-officio member of the Recreation Department, Mike seconded, all in favor.**
 - Payroll Approval Process- the board will sign off on payroll weekly.
 - Trees in Town Hall Parking Lot- Kathy presented the board with a quote to remove dead pine trees, and broken limbs in the parking lot of the town hall. The vendor recommended them to be removed before winter to avoid any issues with branches. **Ben moved to approve the estimate from Royal Green Tree, Mike seconded, all in favor.**
- Bills and Mail-Bills were reviewed and signed off on.
- Next Meeting Date – October 22, 2018 Kensington Town Hall

Ben made a motion to adjourn the meeting at 9:51pm, Mike seconded, all in favor.

Respectfully submitted,

Kathleen T Felch