

KENSINGTON BOARD OF SELECTMEN MEETING
95 Amesbury Road, Kensington, NH 03833
MONDAY September 23, 2019 – 6:30pm
Minutes - DRAFT

In attendance: Peter Graves, Joe Pace, Vanessa Rozier

At 6:30pm, Joe called the meeting to order.

Public Comments

DEPARTMENT HEADS:

- Police Department –Chief Scott Cain reported as follows:
 - There is a cross country meet for KES on October 2. Trundlebed Lane will be shut down from approximately 3:45pm-6pm. The overflow parking can be used.
 - Next week the door will be installed and will be ADA compliant.
 - 3 Kensington officers are now certified in Internet Crimes Against Children
 - E-tickets will be going into place within the next few weeks.
 - The department's 7 computers may become obsolete in January. Chief Cain is currently working on pricing for computers and a server, which might also be needed within a year.
 - The Board and Chief Cain discussed an Eagle Scout project to have signage installed for the Town Hall and Police Department. Former Chief Sanders was working on this prior to leaving. Joe will put the Eagle Scout in touch with Chief Cain to coordinate installation along with Road Manager David Buxton.
- Fire Department – Chief Jon True reported as follows:
 - There were dual ambulance calls, and Chief True is happy to report that they were able to cover both calls without mutual aid.
 - Mike Lawson passed his EMT Exam
 - Ben Cole passed his CDL. All drivers for KFR are now required by Department policy to have NH CDL and a medical card.
 - The Grange Hall was inspected last week. The report is on file with their annual permit and a report for the Safety Committee is on file as well.
 - Chief True will be taking a course on Pediatric Disaster Management in Concord at the NHFA.
 - October 6-12 is Fire Prevention Week. Please check smoke detectors, practice a fire safety plan, and talk with family members. The KFD is available to help any member of the public with safety procedures, plans, or information.
- Emergency Management - Chief Jon True reported as follows:
 - He is creating a list of Emergency Management employees, most are already town employees, there is one he is awaiting a background check on.
 - The Emergency Management office is working on updating the HAZ MIT plan. Next meeting: 10/23 3:30pm
 - He is reworking the Radiological Emergency Response Plan with an annual review
 - They will be applying for a grant to redo the Emergency Operations Plan next year (NH Fiscal Year 2021).
 - They are beginning to complete and review the COOP Continuity of Operations Plan.
- Road Manager – David Buxton reported as follows:
 - The work being done on Kimball Rd was completed today.
 - There are 7 dead trees throughout town that need to be removed. Dave plans to create a map of the locations and have tree contractors submit bids.
 - He has been communicating with Alex Ross, the engineer working on the project at 152 Drinkwater Rd. Dave said his concerns are the signage for the truck route and the new driveway location. He feels this information must be a part of the Planning Board approval.
 - There is a beaver issue on Moulton Ridge Rd.

- He received a phone from a resident representing Kensington Farms. It was explained that the neighborhood has been gardening at the sign of their road and asked if the town would provide 4 cubic yards of loam for gardening use in that spot. The Board discussed briefly and collectively feel this is a reasonable request, but not the Town's responsibility to fund.
- There was brief discussion of the work on Towle Hill Rd. **At 6:57pm, Peter made a motion to accept the bid from Matrix for the reinstallation of the curb in the amount of \$12,270 from the 8/20/2019 bid. Vanessa seconded. All voted in favor.**
- R&D Paving should be working on the town paving project beginning in mid October.
- The Board will postpone discussion on the bid from Matrix for work at the Town Hall Parking lot to allow for Peter and Dave to do a walkthrough.
- Tax Collector- Carlene Wiggin was not present.
- Building Inspector- Norman Giroux was not present.
 - The Board will schedule a meeting to discuss the Building Inspector position.
- Treasurer- Sara Belisle was not present.
- Town Clerk – Carol Beers Witherell was not present.
 - Peter presented the Board with information on options for a new printer. There was a model recommended at the Town Clerk's Convention. **At 7:07pm, Vanessa made a motion to approve the expenditure for a new printer in the amount of \$329.98 for the printer and \$250.00 for installation by IT services to be allocated towards Line Item 4199. Peter seconded. All voted in favor.**
- Recreation Committee- Nothing to report.
- Conservation Commission – Sydnee Goddard presented the following:
 - The Board reviewed the haying of the field located at 39 Stumpfield Rd. They reviewed the agreement presented between the Town of Kensington and Chris Batchelder. **At 7:29pm, Vanessa made a motion to approve the agreement the Town of Kensington and Chris Batchelder and to authorize Joe Pace to sign on behalf of the Board of Selectmen. Peter seconded. All voted in favor.**
 - The Conservation Commission completed a site walk with Greg Jordan, County Forester for a property off of Route 108 in town. Greg has since written a letter outlining the value of the property for conservation. The Commission is working on determining the costs associated with putting this property into conservation.
 - Two landowners in town have approached the Conservation Commission with an interest in donating land for to the Town for conservation. Sydnee presented the Board with maps and information about each parcel. The Board briefly discussed where any costs associated with acquiring the land may come from. The Board explained that in order to make a fully educated decision, it is important to understand any tax implications. Vanessa suggested that the Conservation Commission provide information to the Board on the plan to acquire the land and the financial status of conservation funds during the October meeting.
 - Two Conservation Commission members and a Planning Board member completed a site walk at 152 Drinkwater Rd with the project soil scientist and the engineer. The Conservation Commission was interested to see the impact of a wetland violation that had occurred at the rear of the property. Sydnee explained that what they saw was disappointing. The Conservation Commission will be discussing this further at their meeting.
- Sawyer Kensington Trust- Hez Mercadante reported as follows:
 - The KPL librarians asked about putting up free library on Sawyer Kensington Park and the Trust was excited about the idea, and will be making sure that it happens.
 - CMS and EHS had a charity fundraiser that was successful.
 - KES will be at Sawyer park Oct. 2 from 3-6pm for the Cross Country meet. Volunteers are needed.
 - Fall cleanup is tentatively scheduled for October 26th, with October 27th as the rain date.
 - Fall sports are in full swing at the park
 - PEA students are doing an experiment at the pond and will be presenting their findings to the Trust. Hez said that this is so exciting for the Trust as they would like to see the park used not only for sports but for learning about and experiencing nature as well.
- Other Department Heads-
 - Kensington School Board was not present.
 - Trail Committee – Vanessa said that the next Trail Committee meeting will be rescheduled.

- Rockingham Planning Commission Rep. was not present.
- Heritage Commission nothing to report.

NEW BUSINESS:

Proclamation- Rezendes

- Joe read the proclamation for Carl Rezendes. The week of September 23- September 29 is the week of Carl Rezendes. Resident Richard Ewell of 8 Amesbury Rd asked if the Town assessed a fee for the memorial event at the Grange Hall. He suggested that the Board waive the fee if it was imposed. Grange Trustee Holly Mccann clarified that there was a fee paid initially, but after additional discussion with the family, the family was under the impression that the fee would go to the Grange Trustees. Currently, the fee would go to the General Fund. This will be readdressed to ensure that the fee goes to the appropriate place. **At 7:22pm, Peter made a motion to sign the proclamation for Carl Rezendes. Vanessa seconded. All voted in favor.**

Appointment -Conservation Commission- Goddard

- **At 7:45pm, Vanessa made a motion to reappoint Sydnee Goddard as a Conservation Commission member with her term set to expire in April 2022. Peter seconded. All voted in favor.**

Appointment -Fire Chief- True

- **At 7:47pm, Peter made a motion to reappoint Jon True as Fire Chief with his term expiring June 30, 2020. Vanessa seconded. All voted in favor.**

Appointment- Driveway Designee - Buxton

- This will be addressed at the next meeting

Appointment- Supervisor of Checklist- Solomon

- **At 7:49pm, Vanessa made a motion to reappoint Mary Jo Solomon as Supervisor of the Checklist through March 2020. Peter seconded. All voted in favor.**

Appointment-Trail Committee-Logger

- **At 7:51pm, Peter made a motion to appoint Alex Logger as a Trail Committee member with his term set to expire in April 2021. Vanessa seconded. All voted in favor.**

Water Testing- town wide- voluntary self-pay –

- The Board reviewed information gathered on water testing for the public. Vanessa said that she spoke with Julie LaBranche from the RPC and the RPC is currently working on services related to groundwater quality and personal well testing. The Board also briefly discussed town hazardous waste collection. Kathy Felch summarized options for well testing that she had gathered for the Board. The Board will discuss this again at an upcoming meeting.
- Resident Richard Elwell of 8 Amesbury Rd expressed concerns with a potential conflict of interest with Julie LaBranche as he recalled she represented the Town of Seabrook several years back with regard to water testing.

OLD BUSINESS:

Treasurer Appointment- Schwotzer

- The Board collectively felt that they needed more time to review this matter. This topic will be on the agenda again for the next meeting.

BOARD MEMBER REPORTS

- Peter had nothing to report.
- Joe reported that he was contacted by the Heritage Commission as there is a group seeking a location to host contra dancing. It was suggested that possibly the Grange Hall could be explored as an option. Resident Donna Carter stated that dancing was no longer allowed at the Grange due to the supports underneath.
- Vanessa reported that the recycling subcommittee had a meeting a few weeks ago. They discussed ways to analyze the waste and recycling concerns both from environmental and budgetary perspectives. They will reconvene to discuss what they were able to find out. The goal is to get the community involved at all age levels. There brief discussion on a potential RFP to bring this into the budget for next year. The next Recycling Subcommittee meeting is October 22nd at 6pm.

- Assessing Office – Kathleen Felch reported as follows:
 - There was a request that the report the Charette Committee completed be posted online. This will be done.
 - There was a complaint left on the voicemail regarding an offensive odor at the backside of 124 South Rd at the corner of West School Rd. The Board briefly discussed the matter. Kathy will follow up to see if this is still an issue.
- Treasurer's permissions
 - The Board reviewed individual roles to understand what their duties are with regard to Treasurer's permissions. Kathy explained that the Treasurer has deputized others to various tasks and this has been documented, but the Board needs to acknowledge it. There is no change to the Town's operation, but this ensures that there is written permission. There was discussion on how to ensure that each individual knows exactly what the expectations are. The board discussed a deposit policy/procedure and how the RSA would apply. They reviewed the permissions, which would adopt current practice pursuant to the adoption of the formal written policy to be adopted on October 2, 2019.
 - **At 9:04pm, Vanessa made a motion delegating permission to Sarah Wiggin to deposit town clerk funds with permission expiring at 10pm on October 2, 2019. Peter seconded. All voted in favor.**
 - **At 9:05pm, Vanessa made a motion delegating permission to Kathy Felch for reconciliation of all town bank accounts and deposited funds with permission expiring at 10pm on October 2, 2019. Peter seconded. All voted in favor.**
 - **At 9:06pm, Vanessa made a motion delegating permission to Carol Beers Witherell to deposit town clerk funds with permission expiring at 10pm on October 2, 2019. Peter seconded. All voted in favor.**
 - **At 9:06pm, Vanessa made a motion delegating permission to Carlene Wiggin to deposit tax collected funds with permission expiring at 10pm on October 2, 2019. Peter seconded. All voted in favor.**

The Board signed the Health Officer appointment.

The Board discussed a request from Rockingham Nutrition.

The US Census group will be going around town soon.

Kathy attended a Budget Planning Meeting and briefed the Board on the topics that were covered. The Budget process was discussed. The Budget meetings will start to be scheduled at the October 2nd meeting.

At 8:31pm, Peter made a motion to approve the minutes from the September 9, 2019 meeting. Vanessa seconded. All voted in favor.

The board reviewed bills and mail.

The next meetings will be on October 2nd and October 21st

At 9:34pm, Peter made a motion to adjourn. Vanessa seconded. All voted in favor.

Respectfully submitted,

Chelsea Lalime