

KENSINGTON BOARD OF SELECTMEN MEETING  
95 Amesbury Road, Kensington, NH 03833  
WEDNESDAY October 2, 2019 – 6:30pm  
Minutes - DRAFT

In attendance: Peter Graves, Joe Pace, Vanessa Rozier

At 6:33pm, Joe called the meeting to order.

DEPARTMENT HEADS:

- Police Department –Chief Scott Cain reported as follows:
  - The door was installed this week. Still need to get key fob working.
  - Chief Cain has hired AJ Newman as an intern. He is currently in school and potentially the position could evolve into part time work. Additionally, he is running a background check on another officer who is currently working for Raymond PD to assist part time January-May while other officers are at the academy.
  - Chief Cain asked for an update on the paving in town. He has not yet received information as to whether details will be needed or not.
  - Chief Cain has been working with Kathy to create a permit for all town activities so that all of the department heads in town know about events prior to the BOS approving. This is an effort to try to avoid surprises and hopefully this would help all departments in town. They will present this form to the BOS at the next meeting.
- Fire Department – Chief Jon True reported as follows:
  - Next week is Fire Prevention Week and KES students will be visiting the fire station on October 11.
  - There will be an Open House at the fire station on October 20 between 10am – 1pm. Come and meet your Firefighters, EMTs, and check out equipment. There will also be touch a truck for the younger crowd and possibly special guests stopping by.
  - Chief True has smoke detectors for residents who do not have any. Please contact him if you know of someone who needs one.
- Emergency Management - Chief Jon True reported as follows:
  - Chief True attended two day-long classes on disaster management and felt they were very informative.
  - Chief True will be submitted for several grants for equipment related to the EOC.
  - Chief True would like to discuss with the BOS the pros/cons of having a multi-company cell tower installed in town, possibly on town property. The BOS briefly discussed this and would like resident input as far as ideas where it could go, what it would look like, etc. Peter agreed that there is a need for this and suggested possibly in the church steeples. There was a tower installed in Seabrook, but that did not help the coverage issues in Kensington. Vanessa asked if the telephone poles could be used. Joe asked that Chief True provide preliminary concepts and numbers for the BOS to review and start discussion on.
- Road Manager – David Buxton was not present.
- Tax Collector- Carlene Wiggin was not present.
- Building Inspector- Norman Giroux was not present.
- Treasurer- Sara Belisle was not present.
- Town Clerk – Carol Beers Witherell reported as follows:
  - Carol and Sarah will be away on the 10<sup>th</sup> at a conference, so the Town Clerk Offices will be closed on 10/10.
- Recreation Committee- No one in attendance.
- Conservation Commission – No one in attendance.
- Sawyer Kensington Trust- Hez Mercadante reported as follows:
  - Cross country meet today was a success
- Other Department Heads-
  - Kensington School Board was not present.
  - Trail Committee was not present.
  - Rockingham Planning Commission Rep. was not present.
  - Heritage Commission was not present.

## NEW BUSINESS:

### Treasurer's appointment - Schwotzer

- The BOS is prepared to move forward. Vanessa said she has reviewed the information presented by all parties. She feels that an able volunteer has nothing to gain from the position, thus, she doesn't see why she wouldn't vote to appoint Mike Schwotzer as Deputy Treasurer. Peter said he didn't see anything to the contrary. **Peter made a motion to appoint Mike Schwotzer as Deputy Treasurer. Vanessa seconded.** Joe said he appreciates the sincerity of all who have come forward to share their thoughts. He feels that based on his conversations with residents in town, they are ready to move beyond the conflict that has gone on over the last few years in town. The town is too small to have a perpetual open wound. Joe considers Mike Schwotzer to be qualified to do the job of Deputy Treasurer. Joe stated that it has been pointed out that there are structural shortcomings with regard to policies and procedures in the town, and even though Kensington is a small town, that does not mean that there should not be policies and procedures in place to govern how the town operates. Residents can expect to see new written policies and procedures that reflect RSA and how the Town should be managed to help guide the Town. Joe allowed comments from the public.
- Norman DeBoisbriand of 26 Moulton Ridge Rd stated that he is disappointed in the Board's decision, but he respects the decision. He feels that "what's right is right and what's wrong is wrong". Mr. DeBoisbriand stated that it is very concerning to him that someone would speak to the Board and lie when addressing them. Mr. DeBoisbriand gave examples of what he thought to be untruthful. Mr. DeBoisbriand stated that he is disappointed in the Board. He agrees that the town needs to move on, but that doesn't necessarily mean doing what is easy. He feels this decision is a continuation of doing what is easy.
- Joe explained that he has had to make difficult decisions on Boards in other towns. Joe says that he feels they need to move forwards and the town cannot afford to never welcome back anyone who has sat on a Board or Committee in the past. Vanessa stated that she feels there is gray area in the past situation. She has done her research and put careful thought into this, and has also witnessed discrepancies in policies and procedures. Her feeling is that the ultimate oversight is the Board. She stated that sometimes a volunteer takes on a position without a complete understanding of all of the duties entailed. It is the Board's responsibility to guide volunteers and put policies and procedures in place. She feels that there was no malice intended. Joe appreciates that everyone is trying to do what they feel is best for the town and he feels the way to do that is to make this appointment and to address the lack of policies that has come to light.
- Holly McCann of 26 Moulton Ridge Rd stated that she doesn't disagree with anything that has been said by either the Board or by Mr. DeBoisbriand. She explained that she was one of the individuals who saw the financial deficiencies and pointed them out, then did research to try to show the trends. She agrees that the town needs to move forward and use all of the available talent. Her concern is that when she shared her thoughts with a Selectman at the time, she was told that when the position was reappointed, they would not use people who had been appointed in the past. She agrees that there should be policies and procedures. She stated that there are many people in town who have talent, and the Town does not always need to go to the people who have done the work before.
- Mr. DeBoisbriand stated that this isn't personal, this is business and just because Kensington is a small town does not mean the town is any different from a larger town. The town is still required to abide by the laws. He accepts the Board's decision but disagrees with their decision.
- Vanessa said that the Board is reviewing policies and procedures as a result of discussions on this appointment. Mr. DeBoisbriand stated that he does not feel it was a lack of policy and procedure, and that there is plenty of information available. There were no further comments or discussion. **All voted in favor.**

### Grange Hall Policies and Procedures

- Holly McCann, Grange Trustee provided the Board with a draft of Grange Hall policies and procedures. There was discussion on current rental procedures/fees and the current security deposit required.
- Holly explained that there was a safety inspection at the Grange Hall. There are upgrades and maintenance that will need to be addressed. Vanessa suggested that the Grange Trustees put together a list of yearly upkeep fees and determine maintenance that will need to be addressed in the next 3-5 years.

- There is no current budget for the grange. There was discussion on a potential warrant article for a Revolving Fund for Historical Buildings. Holly said the highest priority would be to put together a grange budget for 1,3,5, years based on required repair costs and maintenance.
- Joe suggested that instead of establishing a Revolving Fund, the Town should be budgeting on an annual basis for the required maintenance and upkeep of the building. It was explained that there is very little revenue coming in from Grange Hall rentals. There was additional discussion on the current budget and fund balances relating to building maintenance.
- The Board discussed with Chief Cain and Holly the instructions for renters of the Grange Hall for contacting police. There was concern that the presented wording could cause confusion

#### Grange Hall – Rezendes Service

- Holly stated to the Board that she spoke with the Rezendes family regarding the Grange Hall rental fee. The family was under the impression that the fee would be an honorary donation of sorts. Holly explained to the family that the fee would actually go to the General Fund. She also reports that there were two anonymous donations received that would cover the fee, or if the board elects to refund family, the donations could be applied towards some sort of plaque honoring Carl's service to the Town. The Board unanimously felt that the fee should be refunded and the donations should applied to something in his memory.
- **Vanessa made a motion to refund the \$125.00 fee for rental of the Grange Hall for Carl Rezendes' services. Peter seconded. All voted in favor.**

#### OLD BUSINESS:

##### Parking lot

- The Board will revisit the Parking lot at a later meeting.

##### Water Testing

- Vanessa said she has done some research but is not fully prepared to discuss at this time.

##### Deposit Permissions/Financial Transactions Policy:

- RSA 41:29 allows the Treasurer to delegate employees for deposits and allows the BOS and Treasurer to appoint others to make deposits as long as there is written guidance. Joe has worked with Kathy to develop these written procedures, though none of this is new procedure.
- Vanessa expressed concerns as to where this was placed on the agenda. It was discussed that the current permissions were temporary and expire tonight, thus the Board needs to take some sort of action today.
- Joe would like to collect all Policies and Procedures into one document. This policy would only be the beginning and the framework and they should be expanded into a number of other financial transaction procedures in order to best protect the town and town volunteers, employees, tax payers etc. Absence of clean policy makes it tough to materially comply.
- There was discussion that the designations, delegations, or appointments should be done on an April basis so that each new Board is reviewing all of this information in the first month they are together.
- The Board reviewed the draft Financial Transactions Policy and agreed that the following verbiage be included "deposits shall be made at the Town's bank of record." Additionally, there should be verbiage that states that "this can be amended at any time".
- The Board discussed that they would like a list of the Policies and Procedures, who has them and who needs them, a comprehensive list of fees, and a list of appointed or elected officials.
- **Vanessa made a motion to approve the Financial Transactions Policy with minor changes just suggested. Peter seconded. All voted in favor.**
- **Peter made a motion to approve the 5 delegations for Treasurer's duties for Linda Buxton, Sarah Wiggin, Carlene Wiggin, Kathleen T. Felch, and Carol Beers-Witherell all expiring on April 30, 2020, subject to the Financial Transactions Policy previously approved. Vanessa seconded. All voted in favor.**

The Board will review the Investment Policy on October 21<sup>st</sup>.

The Board discussed pest control quotes. Peter said that there is also a pest control issue at KES. He suggested that possibly the school and town offices could use the same company/service. Kathy will get in touch with Becky Ruel at KES on this.

Kathy followed up with the homeowner regarding the odor on South Rd. The homeowner said that the smell is no longer there, but was glad for the call back.

**Peter made a motion to approve the minutes from the Board of Selectmen meeting on September 23, 2019. Vanessa seconded. All voted in favor.**

Joe reported that he met with Becky Ruel regarding the sound system at KES. The estimated cost of the system is \$18,000.00. The school is looking for the Town to contribute \$5,000.00 towards that and the PTO will also potentially be contributing. There will be further discussions on an appropriate number for the Town to contribute and a possible corresponding warrant article.

The Board reviewed bills and approved them. They reviewed payroll and approved.

**Peter made a motion to go into nonpublic session at 8:44pm under 91:A- E, L, C. Vanessa seconded. Roll call vote. All voted in favor.**

**Peter made a motion to exit nonpublic session at 9:28pm, Vanessa seconded, all voted in favor.**

Peter made a motion to adjourn at 9:29pm, Vanessa seconded, all in favor.

Respectfully submitted,

Chelsea Lalime