

KENSINGTON BOARD OF SELECTMEN MEETING
95 Amesbury Road, Kensington, NH 03833
MONDAY October 21, 2019 – 6:30pm
Minutes - DRAFT

In attendance: Joe Pace, Vanessa Rozier

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

Resident Skip Heal of 47 Osgood Rd addressed the Board regarding the new sign for the Town Hall and Police Department. He loves the sign and wants to work with the Eagle Scout who completed the project to spruce it up with finials on top of the posts. The Board agreed to put Mr. Heal in touch with the Eagle Scout to work together on this as long as the Scout is okay with it.

DEPARTMENT HEADS:

• Police Department –Chief Scott Cain reported as follows:

- The storm was a challenge. There were 16 calls for service at one time. He thanked the FD for all of their assistance.
- During the storm, it was discovered that the building generator for the PD and Town Hall did not start. PJ from Matrix and Chief True worked to get that running. In the future, it is important to ensure this is maintained on a routine basis to prevent this situation from happening again.
- Chief Cain will be going to Chicago for the International Association of Police Chiefs meeting this week from Friday-Wednesday.
- There was discussion on replacing the Police Department computers and printer. There is approximately \$14,000 in the cruiser revolving fund that Chief Cain would like to use towards the printer and computers. There was also discussion of the need for Wifi in the cruisers due to lack of service throughout town in order to be in compliance with J1 for e-ticketing. Verizon has a modem unit that other departments are using successfully. They are approximately \$1,400.00 each and one would be needed for each car. Verizon will let the PD complete a trial to ensure it works prior to purchasing. The Board asked Chief Cain to come prepared on November 4th with a proposal for these items.
- There was brief discussion of the PTO policy based on the new Employee Handbook. Currently there is a use it or lose it policy. Chief Cain has one member of his department with 125 hours to use between now and the end of the year. Chief Cain asked for the Board's permission to issue a payout for this time because it would potentially cost the department more money to cover the hours in overtime if vacation is taken. There was concern that this could set a precedent and there is unclear policy on this. The Board will review the handbook and make suggestions to fine tune if needed specifically for the Police Department.
- The Police Department will be Critical Incident Training on Wednesday and Thursday.
- The Board thanked both the Fire Department and the Police Department for their work during the storm and for keeping people safe.

• Fire Department – Chief Jon True reported as follows:

- The grant for TIC and gear dryer was not won. Chief True will be submitting an application for the same equipment and an additional grant for communications equipment. This will be a month-long writing process.
- Chief True has submitted a preliminary budget and some draft warrant articles for review.
- The Department received two recent applications, one a certified EMT and another new to the fire service. They are awaiting final background checks and interviews.
- Fire Prevention Day was held on October 11th and the Hampton Fire Safety trailer was used. Chief True has received very positive feedback and looks forward to using it next year.
- The Open House at the station went well, and they look forward to a larger event next year.
- Chief True explained to the Board that he has a TIC that is no longer working, and needs permission to dispose of it. The company is willing to accept it back. **At 6:50pm, Vanessa made a motion to allow Chief True to dispose of the non-working TIC. Joe seconded. Both voted in favor.** In addition, Chief True has approximately 8 lengths of hose that they can no longer use he would like to dispose of. **At 6:51pm, Vanessa made motion to dispose of the non-working hoses. Joe seconded. Both voted in favor.**

- Emergency Management - Chief Jon True reported as follows:
 - Chief True discussed the storm.
 - Chief True is working on a bid to get an Emergency Management website, Facebook and Twitter page up and running.
 - The next HAZ MIT meeting is October 23 at 3:30pm at the Town Hall
 - The tour for Seabrook Station will be November 13th around 2pm. This is for elected officials, Town Hall/PD/FD employees and members of the EOC staff.
 - Funding from the state was received to purchase a base radio for the EOC and moving some equipment from the Fire Department to the Town Hall for EOC communications. The difficulty is location a good contractor to complete the work. Chief True is working on this and hopes to have it done by winter.
 - Drug Takeback Day is October 26th from 10am – 2pm. Exeter, Seabrook, Brentwood and Amesbury are the closest locations.
 - Chief True will have emergency medical vials that can be handed out to residents and kept on top of the refrigerator with emergency information put inside. This way, emergency responders will know where to find this information in a home if needed.
- Road Manager – David Buxton reported as follows:
 - Dave has received 2 quotes for salt that he will review and present to the Board at the next meeting.
 - The beavers at on Moulton Ridge Rd should be dealt with this coming week.
 - There are currently 3 contractors with a list of the trees in town that need to be cut. Dave will work on getting quotes.
 - Dave will be contacting electricians for work at the salt shed. The electrical outlets need to be moved to the inside of the building and at the same time the lightbulbs could be changed since a lift will be needed. He will get several quotes for that work.
 - Dave has submitted a preliminary budget.
 - There was brief discussion on the possibility of moving the road reconstruction into the budget and no longer having a separate warrant article. There are concerns that to do it all at once would be too big of a change, but it could possibly be done over several years.
 - Vanessa asked for an update on the paving for Drinkwater Rd and Wild Pasture Rd. Dave said he spoke to the logging company currently doing work on those roads last Tuesday and they should be done by the end of this week. Vanessa suggested setting the date with RD Paving. Joe said that in the future, they need to be more thoughtful of Intent to Cut requests and possible overlap between road reconstruction to avoid delays.
- Tax Collector- Carlene Wiggin had nothing to report.
- Building Inspector- Norman Giroux was not present.
- Treasurer- Sara Belisle was not present.
- Town Clerk – Carol Beers Witherell was not present.
- Recreation Committee- Donna Carter reported as follows:
 - The Haunted Hayride is on Saturday. Alnoba is hosting this event. The Recreation Committee will need to purchase munchkins and cider. In addition, the Recreation Committee is hoping to have 4 horse drawn wagons from Hidden Brook Farm for the holiday stroll. Donna presented the Board with budgeted costs for these items.
At 7:09pm, Vanessa made a motion to approve up to \$150.00 for munchkins and cider for the Halloween party and up to \$1,600.00 for the horse drawn wagons for the holiday stroll. Joe seconded. Both voted in favor.
- Conservation Commission – Sydnee Goddard was not present.
- Sawyer Kensington Trust- Hez Mercadante was not present.
- Kensington School Board- Jennifer Ramsey reported as follows:
 - The school is considering snowplowing contracts for Winter 2021. At one point the school and town had one plowing contract, that has since been split. Jennifer suggested that the school and town work together to try to get back to 1 contract that includes both the school and other town properties.
 - Kathy explained that it was split in order to keep the school and town budgets separate. The Board and Jennifer briefly discussed how this could work logistically with the budgets. The Board agreed that this should be explored. There was brief discussion of other areas where there could be opportunities for shared costs. Jennifer explained that as long as it is something that is included in the local school budget and not the SAU16

general budget, they could explore working together. There was discussion on the fiscal year and the timeframe covered by the contract. Vanessa and Jennifer will work together on this.

- Resident Skip Heal of 47 Osgood Rd expressed his support for the School Board and Board of Selectmen working together for purposes such as this.
 - Trail Committee- The Trail Committee is meeting on 10/24 at 6:30pm.
 - Rockingham Planning Commission Rep. was not present.
 - Heritage Commission – The next meeting will be in November.
- The Recycling Subcommittee will meet on Tuesday at 6pm at the Town Hall.

NEW BUSINESS:

Grange Hall Policy and Procedures

- The Board reviewed the proposed Grange Hall Policies and Procedures. **At 7:23pm, Vanessa made a motion to approve the Grange Hall Policies and Procedures with the removal of the word “draft” and the addition of the verbiage that the Policies and Procedures can be amended with the approval of the BOS. Joe seconded. Both voted in favor.**

All Department Permit

- The Board reviewed the All Department Permit for any event with use of town property. It was explained that the purpose of the permit was to have everything in one place for department heads to review and be aware of what is going on in town. The Board discussed possible options for the flow of this permit between the departments. Chief True suggested an electronic form. Joe wants to ensure this does not create more work for town employees and that it is not difficult for applicants. The Board will continue discussions at another meeting.

Capital Assets/Depreciation Policy

- This is a policy that is adopted on a yearly basis. **At 7:39pm, Vanessa made a motion to accept the Capital Assets/Depreciation Policy. Joe seconded. Both voted in favor.**

Investment Policy

- **At 7:40pm, Vanessa motioned to adopt the Investment Policy for Fiscal Year 2019. Joe seconded. Both voted in favor.**

Health Renewal rates and optional Death Benefits

- The Board reviewed the Health Renewal Rates and optional Death Benefits. The renewal transmittal deadline is December 15th. The Board will review and discuss at a later meeting.

Building Inspector Job Description

- Vanessa presented a draft of the Building Inspector Job Description. She explained that there are a number of questions related to the position and how it is structured. The current the pay structure is based on commission, which is not consistent with other towns. The Board feels that the Building Inspector plays an important role and to have them more consistently available could be an asset to the town. There are also insurance concerns with the Building Inspector as a contractor and not an employee of the Town. There was discussion of adding Code Enforcement to the Building Inspectors responsibilities and the Board of Selectmen would handle appeals, but not Health Inspections. Joe and Vanessa both felt it was important that a full board be present for any decisions on this. The codes that the position would enforce will need to be defined. This will be further discussed at the next meeting.
- Resident Skip Heal of 47 Osgood Rd suggested this be explored as a part time position with other nearby towns. The Board said they have considered this but first need to establish what they are offering with the position.

OLD BUSINESS:

Matrix parking lot drainage quote

- This will be addressed at a later meeting.

Municipal aid

- There is \$18,000.00 of unanticipated revenues that will go to the Town from the State budget. There will be a public hearing to accept the funds.

OTHER BUSINESS:

- Assessing Office – Kathleen Felch

- The Board briefly reviewed the 2019 Equalization Municipal Assessment Data Certificate. This will be further discussed at a later meeting.
- Rev. Pam Spain from the Kensington Congregational Church requested an additional 2 handicapped parking spaces, 1 of which would need to be van accessible in the Town parking lot. This will be discussed at the next meeting.
- The Planning Board recommended to BOS that David Buxton be appointed as Planning Board Driveway Designee. **At 8:08pm, Vanessa made a motion that David Buxton be appointed as Planning Board Driveway Designee with an expiration of April 2021. Joe seconded. Both voted in favor.**

Resident Skip Heal of 47 Osgood Road asked that the Board look into having the sound addressed in the Town Hall as it is difficult to hear due to echo. Mr. Heal also asked the Board about the WiFi service requested by Chief Cain. It was explained that this is necessary because of the e-ticketing. Chief True will continue to work on having a new Cell Tower installed in Town as that could assist the Police Department with their needs. Mr. Heal also asked the Board about Nixle, the notification system that was previously used as an alert system for residents. It was explained that the service Nixle provided changed, and the town no longer uses the service.

The Board will review minutes from the October 2nd and 16th at the next meeting.

The Board reviewed bills and mail.

The next meeting will be on November 4, 2019

At 8:24pm, Vanessa made a motion to adjourn. Joe seconded. Both voted in favor.

Respectfully submitted,

Chelsea Lalime