

KENSINGTON BOARD OF SELECTMEN MEETING
95 Amesbury Road, Kensington, NH 03833
MONDAY November 25, 2019 – 6:30pm
Minutes - DRAFT

In attendance: Peter Graves, Joe Pace, Vanessa Rozier

Joe opened the meeting at 6:35pm.

DEPARTMENT HEADS:

- Police Department – Chief Scott Cain reported as follows:
 - Chief Cain will be attending a Use of Force summit in CT December 2-5th
 - A full time officer resigned last week. The Department now has an open position for a full time officer
 - One of the cruisers was in a minor accident and is in the body shop.
- Fire Department – Chief Jon True was not present.
- Emergency Management - Chief Jon True was not present.
- Road Manager – David Buxton reported as follows:
 - Wild Pasture has been ground, graded, and paved. The shoulders should be installed in the next few weeks
 - The salt has been delivered from Morton Salt
 - The Wild Pasture at the Route 150 end has been reconstructed for a better transition and drainage
 - Seacoast Tree will be starting work this week
 - The Board discussed having the electrical work for the salt shed subcontracted. The Board will need to review the quote and contract. If the job is subbed out, the original vendor is still responsible for the quality of the work. The Board felt that if there isn't any language prohibiting subcontracting jobs, there is nothing nefarious but it needs to be clear that the liability for workmanship is on the original contractor
 - There are beavers on Moulton Ridge Rd causing a problem on private property. The Conservation Commission is aware of the issue and are looking into a long-term maintenance plan.
- 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 was not present.
- Recreation Committee- Elaine Bodwell was not present.
- Conservation Commission – Sydnee Goddard reported as follows:
 - The Conservation Commission presented two warrants to the Board for their review regarding town owned parcels that the commission hopes to put into Conservation. The SELT is interested to hold the easement and has given an estimate to the Conservation Commission of \$51,000.00 to put the land into the conservation easement. They are proposing to raise \$25,000 from the warrant article. Sydnee explained what makes up the \$51,000.00 including legal fees, survey, hazardous waste assessments, recording fees, project management, travel, printing, and a contingency of 1%. The Board will move forward with Public Hearings for this warrant article.
 - The second warrant article is to accept gifts of land made up of two parcels.
- Sawyer Kensington Trust- Hez Mercadante reported as follows:
 - Field C is closed and bathrooms are locked up.
 - Holiday Stroll is December 1. Bathrooms will be locked for winter on December 2
 - The Trust is working on cleaning up the Sawyer Park use application. There was brief discussion on whether or not the Board needs to approve the application based changing fees. The Board will review the agreement and will continue discussions at the next meeting.
 - Hez requested that Chief Cain and the Board look into allowing parking on one side of the street. The Trust is hosting events and generating money to run the park, however the overflow parking and parking lots sometimes are not enough. Chief Cain will look into this. The Board suggested that if it is allowed, the rules would need to be strict and enforced.

- There was discussion on the trees on park property at the intersection of Route 150 and Trundlebed. Vanessa will call Unitil on the issue.
- Kensington School Board was not present.
- Trail Committee- Robert Chase reported as follows:
 - There have been 3 Trail Committee meetings so far. There are now 9 voting members and an extensive list of volunteers
 - The current focus is identifying existing trails on town land and making those trails available for residents and usable. The committee is also trying to formalize the best practices of trail management. Eventually, they would like to connect existing trails together to foster a sense of community and ability for people to get place to place in town without using major roads.
 - The next meeting is January 9th at 6:30pm in the library.
- Rockingham Planning Commission Rep. was not present.
- Heritage Commission was not present.

NEW BUSINESS:

Board of Health- Septic Waiver for 44 Osgood Road

- **At 7:22pm, Peter made motion to meet as the Board of Health. Vanessa seconded. All voted in favor.**
- Joseph Nicols from Beal Associates presented to the Board regarding replacing an existing failed leachfield at 44 Osgood Rd. He explained that the original septic installed did not meet the plan in the town file. Mr. Nicols provided an overview of the setbacks on the property. Due to the challenges of finding a feasible location for the replacement, he is seeking a waiver from 7.7.1 D3A4 for relaxation from 4ft seasonal high water table to 2ft high water table. He stated that DES has a 2ft requirement and the plans meet all DES requirements, but the town has stricter regulations. **At 7:33pm, Vanessa made a motion to approve the requested waiver from 7.7.1 D3A4 to reduce the seasonal high water table for Map 12 Lot 19-1. Peter seconded. All voted in favor.**
- **At 7:35pm, Peter made a motion to close as the Board of Health. Vanessa seconded. All voted in favor.**

Easement Request-142 Powder Mill Road

- The Board reviewed an easement request for 142 Powder Mill Rd. The request was sent to the Conservation Commission who researched the parcel and found that there is a restrictive conservation easement on the land that does not allow the requested utility easement. The Board cannot vote to approve as they do not have authority to override language of the existing easement.

Proposed dates for Election Personnel procedural meeting

- The Board briefly discussed the elections coming up in town and it was proposed that there be a procedural meeting between the BOS, Town Clerk's office, and Town Moderator to layout responsibilities for the elections. Joe will represent the Board at that meeting.

Building Inspector division of fees

- The Board received a letter from the Building Inspector stating that he is willing to stay on through March 2020 and asked the Board to consider a change to his current commission structure. The Board is in the process of defining the Building Inspector role for his successor. The current Building Inspector collects 60% of the permit fee and the town retains 40%. Vanessa noted that the 40% the town takes in typically goes into the general fund eventually. This past year, the Board voted not to use the general fund to offset taxes. Vanessa feels that they are reworking the commission structure for the next Building Inspector, they should strongly consider doing so for the current one. Joe and Peter agree but do not want to change precedent. **At 7:46pm, Peter made a motion to adjust the current commission plan to be adjusted so that the Building Inspector retains 90% of fees until March 31, 2020. Vanessa seconded. All voted in favor.**

Town Office/ PD IT purchases & Voting Booths & Acct Software/2020 budget discussion

- The Board discussed remaining funds in the current budget in addition to the Municipal Aid received and considered purchases that need to be made. The Board wants to ensure that Town Funds are used responsibly. The general government portion of the budget (excluding Police and Fire) will have areas that are over expended in order to capture the true expenses of each department. Joe spoke with Chief Cain regarding the items requested for the Police Department and they feel that there is room within the Police Department budget to cover those items. There is approximately \$4,400.00 of computing equipment and related IT setup services needed by the Town Clerk, Tax Collector, and Assessing Clerk. **At 7:58pm, Vanessa made a motion to**

approve \$4,400.00 for Town Clerk, Tax Collector, and Assessing Clerk computing equipment and IT setup. Peter seconded. All voted in favor. The Town Hall septic needs to be pumped. **At 8:08pm, Peter made a motion to approve having the Town Hall septic pumped. Vanessa seconded. All voted in favor.** The offices in the Town Hall are in need of shelving that is not currently budgeted for. **At 8:10pm, Vanessa made a motion to approve \$1,250.00 for new cabinets and IT room shelving. Peter seconded. All voted in favor.** Kathy is still waiting on a final cost for accounting software. The Board discussed the voting booths. The current booths are difficult to setup and there has been an issue that they are pinching people. The Board will continue the discussion on voting booths once they have more specific information and quotes. There was a quote for \$7,581.00 for the Police Department computers that are 7 years old and starting to fail and outside WiFi. The Board discussed lease payments and the Cruiser Revolver Fund. The Board would like to move \$14,723.00 out of the budget back into the Cruiser Revolver Fund. The \$13,176.00 for computers and modems would be covered from full time salary payroll as there are open positions and those funds will not be used for payroll. **At 8:18pm, Vanessa made motion to approve \$7,581.00 for computer equipment and outdoor WiFi for the Police Department. Peter seconded. All voted in favor.** **At 8:20pm, Vanessa made a motion to approve \$7,371.55 for modems for the police cruiser. Peter seconded. All voted in favor.**

3-year plowing contract discussion

- The Board discussed plowing contracts and the Board's authority to enter into a 3-year agreement. The Board will inquire with other towns where there is a multi-year plowing contract to find out under what authority that contract is being executed.

Tannery Way- Bond reduction discussion

- Vanessa reported that the Planning Board voted to recommend retaining \$12,000.00 for annual maintenance and any necessary repairs. **At 8:31pm, Vanessa made a motion to release a \$52,791.35 of the Tannery Way Bond to Ricci Construction withholding \$12,000.00. Peter seconded. All voted in favor.**

OLD BUSINESS:

All Department Permit

- To be discussed at another meeting

Discussion of Town Administrator

- The Board discussed the possibility of creating a Town Administrator position. The Board feels that there is someone acting in that capacity but not everything is able to get done due to many other responsibilities that individual has. Other towns similar in size to Kensington have a Town Administrator. The Board feels they need to be cognizant of the fact that this is a shortcoming of the current organizational structure in town. Peter agrees and is amazed at amount that this individual is able to get done. The Board began discussions on what would be needed to add a position in town and what it could look like. Currently one person fills the role of Planning Board Secretary, ZBA Secretary, handles insurance, benefits and payroll, BOS Secretary, handles permits, and any other tasks not handled by the Town Clerk and Tax Collector. Would need to add a position in town and what would that look like? The Board feels the town should have a more professional and modern organization structure. The Board feels that although it could be included in the budget, this is something that would be more appropriate to go to the Town with and to try to do it for the March election could be rushed. The Board requested a list of responsibilities from the person currently handling the Town Administrator-type tasks and will revisit this matter.

Building Inspector Job Description

- The Board reviewed and discussed the draft Building Inspector job description. Part of the role would be to review the PB and ZBA applications in advance of hearing therefore all references to Planning and Zoning. In the future the Board will review the possibility of adding a permit for plumbing and HVAC so the Building Inspector is not doing those inspections for free. There was discussion on the number of hours per week and the number of hours this individual would be in the office in addition to compensation structure. Vanessa will work with Kathy to get an ad out.

Abatements

- **At 9:00pm, Vanessa made a motion to approve the abatement for 8 Highland Rd in amount of \$1,011.00. Peter seconded. All voted in favor.**

- **At 9:01pm, Vanessa made a motion to approve the abatement for 2 Laurel Lane in the amount of \$333.00. Peter seconded. All voted in favor.**
- **At 9:02pm, Vanessa made a motion to approve Veteran's Tax Credit 6 Hidden Pasture Rd. Peter seconded. All voted in favor.**

The Board reviewed minutes for the 11/1, 11/4, 11/6, and 11/12 meetings.

- **At 9:05pm, Vanessa made a motion to approve the minutes from 11/12. Peter seconded. All voted in favor. At 9:05pm, Vanessa rescinded her motion.**
- **At 9:06pm, Vanessa made a motion to approve the minutes from 11/12. Joe seconded. All voted in favor.**
- **At 9:07pm, Vanessa made a motion to approve the minutes from 11/6. Peter seconded. Joe abstained. Both Vanessa and Peter voted in favor.**
- **At 9:07pm, Vanessa made a motion to approve the minutes from 11/1. Peter seconded. All voted in favor.**
- **At 9:08pm, Vanessa made a motion to approve the minutes from 11/4. Joe seconded. Peter abstained. Joe and Vanessa voted in favor.**

The Board reviewed bills and mail.

The December meetings will be December 9th and 16th.

At 9:16pm, Peter made a motion to enter in non-public session under RSA91-A:3, II (a). Vanessa seconded. A roll call vote was taken, all voted in favor. The Board entered non-public session at 9:16pm.

Respectfully submitted,

Chelsea Lalime