

KENSINGTON BOARD OF SELECTMEN MEETING
95 Amesbury Road, Kensington, NH 03833
MONDAY December 9, 2019 – 6:30pm
Minutes - DRAFT

In attendance: Peter Graves, Joe Pace, Vanessa Rozier

At 6:32pm, Joe called the meeting to order.

DEPARTMENT HEADS:

- Police Department –Chief Scott Cain reported as follows:
 - The Department is no longer able to provide 24-hour service due to the resignation of a full-time officer. Chief Cain is currently in process of interviewing another officer and completing background checks to fill this position.
 - The Department's new ballistic vests came in. Some were budgeted for and some were purchased through a grant.
 - There is progress being made with regard to the new computers and WiFi unit installation.
- Fire Department – Chief Jon True reported as follows:
 - The Department has completed approximately 200 calls this year, of which about 65% are EMS related.
 - Chief True will be discussing the warrant articles he initially drafted with the DRA.
 - There is a grant available for reprogramming the Fire Department's mobile and portable radios to meet the State requirements. The Department has the hardware and software to do this on their own at no cost. The Town must submit an MOU showing continued compliance with the State template. He presented the MOU to the Board and requested their signature.
 - Chief True is working on a strategic plan, best practices, grants for firefighter gear, a gear dryer, a second thermal imaging camera, and a hose.
 - The quote for the partial roof repair came in. He will request to encumber the money from this year and add it to next year to pay for the project, and will have the job requoted in the spring.
 - Joe confirmed with Chief True that they are not accepting the grant because the town has no use for it, but the MOU essentially states that we will remain in compliance and keep current with State requirements on radio programming.
 - At 6:38pm, Vanessa made a motion to authorize Joe to sign the Memorandum of Understanding relating to the mobile and portable radios on behalf of the BOS. Peter seconded. All voted in favor.
- Emergency Management - Chief Jon True reported as follows:
 - The HAZ MIT plan has been wrapped up and is currently being drafted. The draft will be submitted to Chief True and the State for review, then sent to FEMA for approval. Upon completion, a copy will be provided to the BOS for their signature and will be placed on the EM website, likely in several months.
 - Chief True is working on quotes and grants for new radios and infrastructure to include Fire, Police, EM, the school, DPW/Plowing contractors, and summer programs. He is testing various radios to see what works best for the town now and in the future.
 - The State and Kensington EM have put out PSAs about the heavy snow and the Department is available should anyone have a situation related to it.
 - Chief True will be applying for a grant to update the Emergency Operations Plan (EOP) starting in the next few months.
- Road Manager – David Buxton was not present.
- Tax Collector- Carlene Wiggin had nothing to report.
- Building Inspector- Norman Giroux reported as follows:
 - He has been asked by the owner of 4 Amesbury Road to represent her to discuss the Set Back Violation. The owner submitted a letter to the BOS authorizing Norman to address the BOS on this issue.
 - The owner was denied a variance from Article III, Section 3.2.2 C1 of the zoning ordinance to permit sheds less than 25 feet from the lot line at the December 3, 2019 ZBA meeting. The owner currently has 3 sheds housing chicken and ducks on the property that are in violation of the zoning ordinance. The owner is having a difficult

time finding someone to move the sheds for them. The one company she has found is booking about 8 months out and currently weather is an issue. The owner is asking the BOS for an extension of 1 year to be in compliance.

- Joe stated that as this is a code enforcement issue the BOS is meeting as Code Enforcement to address the violation. The BOS feels that 1 year is too long. Vanessa suggested allowing the owner 6 months, which would allow for the issue to be readdressed in June 2020 if necessary, possibly avoiding running into the issue of weather again this time next year. Peter suggested that the BOS require that the work be completed by August 1, 2020.
- Dick Elwell of 8 Amesbury Rd is an abutter. He addressed the BOS stating that he and Linda Blood initially notified Norman of the possible issue around August 1, 2019. Mr. Elwell and Ms. Blood stated that they are not trying to be unreasonable, but have concerns that the longer the issue goes on the more difficult it may be to address it.
- At 6:54pm, Peter made a motion that the owner of 4 Amesbury Rd must comply with the ZBA directive to relocate the sheds to comply with the zoning ordinance by August 1, 2020, and check in June 1, 2020. Vanessa seconded. All voted in favor.
- Linda Blood of 8 Amesbury Rd asked the BOS if given the 0.4 acre lot size the property sits on, are there any stipulations as to how many buildings of this sort can be on the lot. Norman said that he spoke with Julie LaBranche, Rockingham Planning Commission Circuit Rider, and as long as the setbacks are satisfied there are no restrictions.
- 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 was not present.
- Sawyer Kensington Trust- Hez Mercadante had nothing to report.
- 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:

Drainage Concerns- Moulton Ridge Road & Rose Petal Lane

- Peter said on November 30, he noticed that water was flowing across the intersection of Rose Petal Lane and Muddy Pond Rd. There is original drainage that is in place, but is failing and goes into a relatively small area, resulting in flooding of the roadway when the water gets high. Dave Buxton, Road Manager concluded that there needs to be work completed to provide for sufficient drainage, however, that work is delayed due to winter weather. Likely the road will need to be cut across, have additional drainage installed that would tie into Muddy Pond drainage systems. The BOS briefly discussed the possible temporary solution of excavating a small area where the water is flooding to get through the winter and have the drainage work done ASAP in the spring.
- Donna Woodbury of 61 Amesbury Rd, stated to the BOS that she has concerns about the new home on Moulton Ridge Rd abutting her property. She feels the house is sitting very high and has concerns about the water and drainage onto her property. Vanessa is familiar with some of the drainage on Moulton Ridge Rd and offered to work with Ms. Woodbury on this matter.

DRA Assessment to Sales Ratio – signatures needed

- Kathy presented to the Board the Assessment to Sales Ratio prepared by Avitar for the Town. There is a median of 97.7% sales ratio in town. **At 7:06pm, Vanessa made a motion to sign off on the Municipal Assessment Data certificate. Peter seconded. All voted in favor.**

3-year plowing contract discussion

- The Board discussed the possibility of a warrant article allowing the Board of Selectmen to enter into a 3-year contract for plowing. There would be no appropriation on the warrant article, the funds would be raised in the budget. In order to sign multi-year agreement, the Board needs specific legislative approval by the Town.

Salt Shed Quote-electrical work

- Kathy presented a quote for the electrical work at the salt shed. She said that Dave Buxton attempted to get other quotes, but had no luck. The Board stated that they would ideally like to see at least one other quote before making a decision. Kathy will ask Dave to make one more attempt to get another quote prior to the next BOS meeting.

Accounting Software

- Kathy reported that she and Linda met with a municipal government software company called Interware Development and provided the Board information on the company. Interware quoted less than they initially had because not all products that were quoted initially are needed. Kathy is meeting with another company on Friday at 9:30am. The Board briefly discussed the difference between Quickbooks and the municipal specific accounting software available. The Board suggested that Kathy look into cloud-based software (SAAS) programs as well. Peter brought up that if the town went this route, there could be a concern of a multi-year contract that may need to be addressed.

Voting Booths

- The Board reviewed information regarding voting booths provided by Town Moderator Harold Bragg and Deputy Town Clerk Sarah Wiggin. The Board discussed possible options for 10 new voting booths. Ideally there would be 10 new voting booths and 10 of the best existing booths would be kept for a total of 20 voting booths for the town. This is an expense that was not budgeted for but is needed by the town. Joe is having an election logistics meeting on Thursday and will bring this issue up then.

2020 Budget discussion – Nothing was discussed.

OLD BUSINESS:

Snow Plowing for town/discussion with school – Nothing was discussed.

All Department Permit – To be discussed at a future meeting.

Building Inspector Job Description

- There is a version of the job description that reflects the Board's previous discussions on the issue. Vanessa expressed that she has concerns that the number of hours and pay is not going to be sufficient. There was discussion around that concern. The Board wants to get the job posting out to start receiving applications and test if Vanessa's concerns are accurate. Vanessa will coordinate with Kathy to get the job posting out.

Sound system

- The Board briefly discussed the sound system at KES. The town has been asked to contribute to the new sound system with the School and PTO as the town uses the multi-purpose room. Joe will contact Principal Becky Ruel to get an idea of the cost.

OTHER BUSINESS:

- Assessing Office – Kathleen Felch
 - The Board received a letter regarding land for possible conservation off of Route 107. There was brief discussion on a Build Out Analysis for the town. Vanessa will coordinate with Julie for a quote on a Build Out Analysis and drafting of a warrant article.
 - **At 8:08pm, Vanessa made a motion to approve the Veteran's Tax Credit for Map 8 Lot 42. Peter seconded. All voted in favor.**
 - The Board received a notice from the Town of Pelham regarding a wireless tower.

At 8:31pm, Peter made a motion to approve the Board minutes from November 25, 2019. Vanessa seconded. All voted in favor.

The Board briefly discussed the Moulton Ridge Rd. beaver issue. Vanessa will coordinate with the owner to schedule a walk to see the issue.

The Board reviewed bills and mail.

The next meetings will be December 16, 2019 at 6:30pm and January 6, 2020. The Public Hearing on Budget and Warrant Articles will be on January 13 at 6:30pm, with a snow date of January 15.

At 8:32pm, Peter made a motion to enter into Non-Public Session under RSA91A:3, II (a,c,e,l). Vanessa seconded. Joe took a roll call vote. Peter voted yes. Vanessa voted yes. Joe voted yes. The Board entered into non-public session at 8:32pm.

At 9:29pm P. Graves, made a motion to exist nonpublic. V. Rozier seconded. All voted in favor.

Budget meetings were discussed further and confirmed for January 13th and 15th. There will be no meeting on December 30, 2019 at this time. If needed the board will call a meeting, but nothing scheduled until the January 6, 2020 meeting.

At 9:34pm, V. Rozier made a motion to adjourn. P. Graves seconded. All voted in favor.

Respectfully submitted,

Chelsea Lalime