

KENSINGTON BOARD OF SELECTMEN MEETING  
95 Amesbury Road, Kensington, NH 03833  
MONDAY December 16, 2019 – 6:30pm  
Minutes - DRAFT

In attendance: Peter Graves, Joe Pace, Vanessa Rozier

At 6:53pm, Joe called the meeting to order.

DEPARTMENT HEADS:

- Police Department –Chief Scott Cain was not present.
- Fire Department – Chief Jon True reported as follows:
  - Engine 3 went to mutual aid to East Kingston last night for a fire. A good portion of the home was saved
  - Request encumbering \$4,500.00 to next year’s budget (letter provided to BOS) to work on the roof of the fire station. The bid was considerably higher than expected, so as a result they will need this year’s money and next year’s money.
  - Working on grants and other projects before end of year.
- Emergency Management - Chief Jon True reported as follows:
  - There was a significant amount of rain, we had some minor flooding in areas, small amount across road at Shaws Hill/150, and minor washing out under road on 107 right below Highland. NHDOT was notified early and will be repairing the issue.
  - As temperatures drop into the single digits, please check on neighbors, etc. If anyone has concerns, please call the FD/PD or 911.
- Road Manager – David Buxton reported as follows:
  - Pricing from two vendors was provided for multiple highway items that the department needs. **At 6:59pm, Peter made a motion to approve 10 Barricades from New England Barricade, in addition to 45 cones, 10 signs, and 3 posts from WorkSafe not to exceed \$1,968.05. Vanessa seconded. All voted in favor.**
  - No additional bids for the salt shed were received. There was one bid for the work on the salt shed received. The Board feels that ideally there should be 3 bids, but they would like to see at least one other. **At 7:03pm, Vanessa made a motion to grant Peter authority to work with the Road Manager to determine most cost-effective bid for the town shed and give Peter authority to approve expenditure and accept the bid. Peter seconded. All voted in favor.**
  - The Board discussed the water concern at Rose Petal Lane. Dave suggested plugging the culvert and leaving the retention area. It was suggested that the funds come from the Highway Ditching budget.
  - Vanessa said she met with Donna Woodbury on Saturday and it seemed that during the rain, the drainage appeared to be functioning as expected. Dave said that he drove by and noticed that where the water collects rapidly between the existing house and the culvert which Dave feels will need to be addressed. Vanessa requested that Dave oversee that this information be documented.
  - The Library had concerns on the buildup of snow and ice on the roof. The Library Trustees were questioning If it was the town’s responsibility or theirs. The Social Trustees are not able to do it themselves, but it may be possible to hire someone to do it, although whoever is hired would need to be extra cautious as it is a slate roof. Joe suggested that if there was someone hired, they potentially could be hired for all town buildings. Chief True said that if it becomes a safety issue, he and the fire marshal will do it. Chief True will assist to see if there is someone who would be interested to be “on call” for this matter.
  - There was brief discussion regarding the shoulder work on Wild Pasture Rd. Dave stated that the work will likely not be completed until springtime. Kathy will try to get in touch with RD Paving regarding the warranty and documentation that the job has not yet been completed, but they have been paid in full.
- 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- Donna Carter reported as follows:

- The Recreation Committee would like to rehire Jen Kirby-Macek and Catherine Bannister for the Summer Program. Donna stated that the Recreation Committee has worked on calculating a cost per camper, but has not completed a formal budget. The Board reiterated the importance of having a budget for the Recreation Committee which should include the budget for the Summer Program. The Board appreciates the efforts thus far, but are concerned that they need to see details to be able to understand and approve budgets and hiring of employees. It was pointed out that a budget is important due to 2 years of back to back negative growth. Currently in the draft 2020 budget, the Recreation Committee has \$3,000.00 for Special Events, but the proposed \$12,000.00 needed by the committee is not supported by the draft budget as it exists currently. There is no longer a Recreation Revolver (which the Recreation Committee hopes to remedy eventually) to compensate the difference. There was discussion on the Recreation Committee's ability to hold fundraisers. Donna feels that a significant amount of those funds go toward Old Home Day, which many different community groups participate in. The Board was reluctant to add the \$9,000.00 difference back into the budget, but felt that this is an unanticipated consequence of the change in management and handling of the fees and town park. It was suggested that the Board release a specific number of hours for January for Jen and Catherine to begin working on the planning for the Summer Program. The Board encouraged the Recreation Committee to start identifying alternative revenue sources. The Board decided that they will be rehiring Catherine Bannister and Jen Kirby-Macek and will plan to formally do so on January 6th, but hope to see a scope of work at that time. A budget from the Recreation Committee was also requested for January 6<sup>th</sup>. **At 7:57pm, Peter moved to increase Parks and Recreation Special Events budget to \$12,000.00 in the 2020 Budget. Vanessa seconded. All 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 public hearing for the School Board will be January 15<sup>th</sup> at 6pm with a snow date of January 17<sup>th</sup> at 6pm. The Deliberative Session for the school will be February 5<sup>th</sup> at 6pm. Mrs. Ramsey said that the School Board is presenting an approximately 7.5% increase in their budget.
  - There was brief discussed on the School and Town working together for snow plowing. Vanessa will coordinate with Mrs. Ramsey on this for possible future cooperation.
- Trail Committee was not present.
- Rockingham Planning Commission Rep. was not present.
- Heritage Commission was not present.

#### NEW BUSINESS:

##### Dance Rental request for Town Hall

- Elaine Kaczmarek of 42 North Rd explained that she and several others would like to bring back the Contra dances to the Town Hall. The dances were held at the Kensington Town Hall approximately 10 years ago and stopped for a variety of reasons. Glen Coppelman of Kingston, the primary organizer of the dances, addressed the Board and explained what Contra dancing is. Mr. Coppelman stated that there are things happening in Kingston that may affect the ability to continue hosting the dances there. He is in front of the Board tonight to see if Kensington would consider allowing the dances to be held at the Town Hall as they were years ago. Joe said that the dances had come up previously and at that time, there were concerns about the conditions of the floors in the Town Hall, as the Town was told by the last contractor to refinish them that the floor could not be refinished again. There is concern that the dances would cause potential wear and tear and possibly damage to the floors. It was explained by another organizer, Claire, that she and Glen had washed and taken care of a floor in another space, and that soft soled shoes are required for the dances. There was brief discussion on access to bathroom facilities. Typically, the dances are attended by about 40 people and there is an \$8.00 charge that goes towards paying the musicians as the group is not charged for the space. The possibility of the Grange Hall was briefly entertained as a location, though it is not feasible due to lack of heat. The Board will find out the condition of the floors and will keep the conversation open with the Contra dance group.

#### Unanticipated Funds

- **At 8:25pm, Vanessa made a motion to accept \$4,250 in unanticipated funds. Peter seconded. All voted in favor.**

#### Accounting Software

- Kathy presented information on accounting software to the Board. She has met with both MRI and InWare and provided a basic summary of the capabilities of each program. It is important that the new software have the ability to create reports that the town needs. Linda also was present for the presentations by the companies. Kathy and Linda felt there was a big difference in user functionality between MRI and InWare. The Board discussed and agreed that if the software is going to be upgraded it should include everything that is needed and be user friendly.

#### Encumbrances

- **At 8:38pm, Peter made a motion to encumber \$28,750.00 for the purposed of upgrading the Town's accounting software. Vanessa seconded. All voted in favor.**
- **At 8:40pm, Vanessa made a motion to encumber \$4,500.00 for work on the roof of the fire station. Peter seconded. All voted in favor.**
- **At 8:45pm, Vanessa made a motion to encumber \$4,935.00 for equipment, \$2,755.00 for TriTech reporting system licensing, and \$3,287.00 for CrimeStar backups for a total of \$10,977.00. Peter seconded. All voted in favor.**

#### Election Calendar

- The Town Deliberative Session will be held on February 5<sup>th</sup> at 6:30pm at the Kensington Elementary School.

#### Election booths

- **At 8:51pm, Vanessa made a motion to authorize the purchase of \$3,432.00 for voting booths from Inclusion Solutions. Peter seconded. All voted in favor.**

#### OTHER BUSINESS:

- Assessing Office – Kathleen Felch
  - **At 9:05pm, Peter made a motion to abate a camper at resident site 117 at Greengate Campground in the amount of \$247.00. Vanessa seconded. All voted in favor.**
  - Kathy explained that there is an unmerge request for Map 8 Lot 30. There were originally two separate parcels and parcel description. Years ago, lots were merged in order to make billing easier, and this merge appears to be a result of that. The Board reviewed RSA 674:39-aa. There is nothing on file at the Registry of Deeds regarding the merging of the lots. **At 9:02pm, Vanessa made a motion to unmerge Map 8 Lot 30 under the powers provided to the governing body in RSA 674:39-aa. Peter seconded. All voted in favor.**
  - **At 9:02pm, Vanessa made a motion to approve the open-air assembly permit for Eastman's Corner for February 8<sup>th</sup> for their 6<sup>th</sup> Annual Winterfest. Peter seconded. All voted in favor.**
- Approval of Board Minutes
  - **At 9:09pm, Vanessa made a motion to the minutes from the December 9<sup>th</sup> meeting. Peter seconded. All voted in favor.**
  - **At 9:09pm, Vanessa made a motion to the minutes from the December 11<sup>th</sup> meeting. Peter seconded. All voted in favor.**

The Board reviewed bills and mail.

- Next Meeting Date – January 6, 2020 first meeting of the new year.
- January 13 & 15, 2020 Public Hearing on Budget and Warrant articles.

**At 9:14pm, Peter made a motion to go into non-public session under RSA91A:3, II (a,c,l). Vanessa seconded. Joe called a roll call vote. Joe voted yes. Peter voted yes. Vanessa voted yes. At 9:14pm, the Board entered non public session.**

Respectfully submitted,

Chelsea Lalime