

## KENSINGTON BOARD OF SELECTMEN MEETING

Virtual Meeting due to COVID-19  
MONDAY March 30, 2020 – 6:30pm  
Minutes – APPROVED APRIL 6, 2020

In attendance: Joe Pace, Vanessa Rozier, Bob Solomon

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

### DEPARTMENT HEADS:

- Police Department – Chief Scott Cain reported as follows:
  - There was an employee who was potentially exposed. That employee was tested and it came back negative.
  - A new officer will start next week and there will be coverage until 3am.
- Fire Department – Chief Jon True reported as follows:
  - Chief True has been working with the Chiefs from East Kingston, South Hampton, Hampton Falls to ensure there is a plan in place to provide services while still taking care of employees
  - Fire/EMS will begin virtual training this week on rule and guideline changes.
  - There is a plan in place to address any potential spike in calls.
  - There will be no fire inspections in occupied dwellings. Residents still need to obtain the permit and may be required to provide photos or other media to show compliance with the code. Permit applications will be available online.
  - Outside permits including burn permits can be done online or we will inspect them prior to issuing a permit. You need a burn permit, even if it's raining!
  - The Fire Department is offering to pick up most prescription meds locally for our older population, or for people that may be self-quarantined. Contact should be made through the EM line 772-1047.
- Emergency Management - Chief Jon True:
  - The department was able to secure a fogger to decontaminate and clean the ambulance and cruisers. This unit will be shared with surrounding community's police and ambulances
  - The Continuation of Operations plan for the Town is in the file and available for review. Any department making updates or changes, please forward me the information.
  - There has been some early information on documentation and cost reimbursement guidelines from FEMA, which will be passed on to the Chairman, Chief Cain and Kathy Felch.
  - Kensington Helpers has assisted 5 families so far and things are working smoothly. Jenny Leonard and Ben Cole are doing a great job!
  - There was a brief discussion of transition sites throughout the state, one of them being UNH.
- Road Manager – David Buxton reported as follows:
  - Dave has called the gas company that hit the fencing at the Town Park, but with no response. Dave will work with Bruce Cilley to find out more information about this. Hez Mercadante said that New England Fence Company is who the trust has used for fencing at the park.
  - There was an inquiry from residents of Whipple Way as to who is responsible for the maintenance of the center of the cul-de-sac. Dave said he believes the town owns the center, but different subdivisions in town have done work at the cul-de-sac or entrances. There was a concern expressed regarding insurance liability for volunteers working on town owned land and discussion ensued. Chief True suggested that the Fire Department could potentially burn the brush. Vanessa will look further into the insurance waiver.
  - There are culverts on the corner of Osgood Rd and Wild Pasture that need to be cleaned. It was suggested that Dave take inventory and assess the culverts around town that need attention.
  - Dave spoke with Bob regarding the RFP for roadwork.
- Tax Collector- Carlene Wiggin reported as follows:
  - Tax Collector hours have remained the same, though everything is being addressed via phone/email.
- Building Inspector- Norman Giroux was not present.
- Treasurer- Sara Belisle was not present.

- Town Clerk – Carol Beers Witherell reported as follows:
  - Online renewals are going very well. Residents with questions regarding new purchases or lease transfers should call the office and leave a message for further information
  - Residents need to be especially careful that accurate checking account information is entered for online services
- Recreation Committee- Elaine Bodwell was not present.
- Conservation Commission – Sydnee Goddard was not present.
- Sawyer Kensington Trust- Hez Mercadante reported as follows:
  - Due to the Governor’s order, the bathrooms will not be opened until May 4<sup>th</sup>
  - Hez said that she personally feels the playground should be closed, though she said that the other Trustees disagree. The BOS is the only entity that can close the park
  - The doors to the dumpster are broken. They will not be repaired until the new dumpster goes in. Vanessa will reach out to Casella to find out when the new dumpster will be delivered.
  - The Christmas lights are still up and there are extension cords throughout the park, last year that was a problem for squirrels.
  - Reminder that tomorrow is April 1 so there is a payment due from the Town to the Park.
  - Chief Cain said there have been many calls through dispatch, not specifically in Kensington, but about people not following social distancing guidelines. He thought it may be a good idea to keep the park closed.
  - Joe and Vanessa are in favor of closing the park. **At 7:03pm, Vanessa made a motion to close Sawyer Park until the Governor’s order for non-essential business is lifted. Bob seconded. Bob asked if the motion is to close the entire park or just the playground. Vanessa amended her motion to close all facilities at the town park with exception of the trails until the Governor’s order to close all non-essential businesses is lifted. Bob seconded. All voted in favor.** The Board will send a formal notice to the Trust.
- Trail Committee – Joe Hickey reported as follows:
  - The Trail Committee thought that it would be helpful to the community to make an informal list of trails and issue a draft of the Hodges Conservation Area map. Vanessa suggested discussing whether the Board could vote to approve the map as a draft subject to changes, and also to allow the Trail Committee to work independently to create list of trails and to do temporary markings of trail heads.
  - The map, which was generated about a year ago, has been edited to remove trails on private property. The exception to this is the blue trail, which the Trail Committee has received permission to use from the private landowner. Private land would not be mapped until there are formal agreements in place with the landowners. There was discussion on the current state of some of the trails and some conflicting information about particular trails. At this point, the committee cannot get out on the trails to confirm the information, but their goal is instead to make the residents aware that the trails exist.
  - There was a brief discussion about stewardship agreements and if there is anything in those agreements that may prevent signage from being put up.
  - The Board would appreciate knowing about the work the Trail Committee, giving them the autonomy to use their best judgement, keeping the Board in the loop and also so that the Board can help spread the word.
  - There was a brief discussion on liability as it relates to residents using the town’s trails. The Board felt that people are already using the trails, and the liability would not change by having the map published.
  - The Board discussed a Landowner Permission Document for trails that run on private property. Mr. Hickey explained that the next step is to contact those landowners and have something in place to formalize that agreement. It was explained that originally the form didn’t include a BOS signature, but has been revised to include a BOS signature, Trail Committee signature, and landowner signature. The Assessing Office would keep a copy of these completed forms. **At 8:15pm, Vanessa made a motion to accept the Landowner Permission Document for use and maintenance of trails, that includes the BOS signature, Trail Committee signature, and landowner signature. Bob seconded. All voted in favor.**
  - **At 8:16pm, Vanessa made a motion to reappoint Joe Hickey to the Trail Committee for a 3-year term. Bob seconded. All voted in favor.**

## NEW BUSINESS:

### Building Inspector Appointment

- Norman's current appointment will expire in April of 2021.
- There was discussion on how the Board should complete signatures. Joe stated that he did not have an answer beyond their discussion from the last meeting, though he reached out to the AG office and Municipal Association. The Board determined that each member would print and sign a document, then scan it to Kathy, maintaining a file of all originals to be appended together once possible.
- **At 7:25pm, Vanessa made a motion to appoint Norman Giroux to a 1-year term as Building Inspector and Code Enforcement, which will be signed subject to an administrative change on the actual appointment to reflect the code enforcement. Bob seconded. All voted in favor**

### Gatherings over 10

- Hez Mercadante said that nothing is being scheduled at the park until after May 4<sup>th</sup>, unless there is a change by the Governor. Any date will be moved out to reflect the Governor's orders

### Trash and Recycling Update

- The Casella contract was sent to town counsel for comments and review. After, it was sent back to Casella. At this point, the contract is ready for execution. There will be educational information going out to residents to explain what can/cannot be recycled. **At 7:30pm, Vanessa made a motion to execute the contract with Casella for waste management services. Bob seconded. All voted in favor.**

### Municipal Pest Management Services

- The Board reviewed the Municipal Pest Management Services form. Bob asked if they spray on private property. It was determined that it is not clear exactly where is sprayed. Kathy will contact them requesting the exact areas that are tested and treated.

### Zoning Board of Adjustments – Bunnell Appointment

- **At 7:43pm, Vanessa made a motion to appoint Janet Bunnell to the ZBA for a term of 3 years as a full member. Bob seconded. All voted in favor.**

### Fire Chief Appointment

- **At 7:44pm, Vanessa made an enthusiastic motion to reappoint Chief True as Fire Chief for a term of 1 year. Bob seconded. All voted in favor.** It was noted that Chief True should also be appointed as Emergency Management Director for a 1-year term. **At 7:45pm, Vanessa made a motion to appoint Chief True as Emergency Management Director for a 1-year term. Bob seconded. All voted in favor.**

## OTHER BUSINESS:

### Assessing Office – Kathleen Felch

- Intent to Excavate permits– There was a brief discussion explaining the intent to excavate requests. With no clear guidance as to signing documents, Kathy will reach out to the DRA for guidance.
- There was also brief discussion of the Seabrook Pit. There will be a continued on this topic at the next meeting.

**At 8:16pm, Vanessa made a motion to approve minutes from the March 16, 2020 meeting. Bob seconded. All voted in favor.**

The Board reviewed bills and mail. **At 8:19pm, Vanessa made a motion to approve the March 30, 2020 bills, excluding the payment for Municipal Pest Management Services, and amending to include annual payment to the Sawyer Park Trust in the amount of \$30,000.00. Bob seconded. All voted in favor.**

The next meeting will be held virtually on April 6, 2020 at 6:30pm.

At 8:26pm, Bob made a motion to adjourn. Vanessa seconded. All voted in favor.

Respectfully submitted,  
Chelsea Lalime