

KENSINGTON BOARD OF SELECTMEN MEETING

Virtual Meeting due to COVID-19

MONDAY MAY 18, 2020 – 6:30pm

Minutes – APPROVED JUNE 1, 2020

In attendance: Joe Pace, Vanessa Rozier, Bob Solomon

Joe called the meeting order at 6:33pm. 21 participants present on Zoom at the start of the meeting.

DEPARTMENT HEADS:

- Police Department – Chief Scott Cain reported as follows:
  - As a result of a traffic stop, there was a significant drug arrest made and the department has set goals to begin working with the Sheriff's Department and the Drug Task Force.
  - The Department has received complaints about speeding throughout town. Last week, there were 30 stops made for speeding and 15 tickets issued. Speed limits will be enforced in town.
  - The Department completed training on the E-Ticket system, which went live today. There may be compliance issues that will need to be addressed.
  - The Town Park is getting busier and the Department needs guidance on what the expectation is.
  - There was brief discussion of who is allowed inside the Town Hall building. Aside from employees, no one is allowed in without an appointment.
  - The decontaminator has been useful and is a good tool to have for the Town.
- Fire Department – Chief Jon True reported as follows:
  - The fire truck has been repaired and all work completed. The radio grant has not been awarded as of yesterday.
  - All 3 engines will be going to East Kingston for the pump tests on Wednesday.
  - A box for old flags has been placed at the FD- anyone can call Chief True in advance to drop one off, or it can be picked up in-town. Someone will be at the FD on Flag Day to accept them as well.
  - The Department is still doing virtual trainings and online classes but hope to get back together soon.
  - "Socially separated" projects such as laying out mulch, painting, pressure washing the station and soon a new section of roof (encumbered from last year) as well as a few other repairs here and there have been completed. Thank you to all who have participated.
  - Tomorrow AM, the FD will be doing a virtual "fire truck tour" for the kindergarten classes in town.
  - In the bills there are forestry tools and hose; the Town received a grant late last year for a 50/50 match on the equipment from the State of NH. Chief True will be submitting the paid invoices for reimbursement.
  - There was a brief discussion of a possible public health concern at a property in town. A visit to the property was suggested to address concerns about its habitability and safety.
- Emergency Management - Chief Jon True reported as follows:
  - Approximately half of the PPE needed/requested for PD, FD, EM, TH, and Library for the next three months has been ordered including masks, gloves, gowns, hand soap, equipment, cleaning supplies and disinfectant. They are waiting for the next few weeks to have better projections about what and how much will need to be purchased to finish out the year.
  - Chief True is working on multiple grants including a DOJ grant, FEMA grants, GOFERR grant and others to offset the costs for COVID-19 preparations (including PPE) equipment, training, and response. As a result, FD and EM budgets may look awkward at the end of the year as account may be overspent, but there will be money coming in from grant and other sources. Chief True is working with Kathy and Linda to keep balance sheets showing all expenses and income and will provide documents to you each month starting in June showing all transactions related to COVID for the entire year.
  - If businesses or people need masks, there are some cotton sewn masks at the FD for free, and there are also some paper masks available, call Chief True. If they are needed for a business, they are available for free, but must be requested via a certain form.
  - Chief True expects to finish up the plans for phase 2 opening of TH and PD before the end of the week and will submit drafts for review by personnel and Selectmen before the next meeting.

- There are NH small business loans available, please email Chief True for a link to see if you qualify.
- Chief True thanked our local, state, and federal Representatives, Senators and their staff for helping us with funding, support and PPE. They reached out to us and have helped to get us the items and funding we need to keep employees and the public safe.
- Changes in operations or discussions of reopening will be held in June at the earliest.
- Road Manager – David Buxton reported as follows:
  - Dave provided an update on the beaver issues in town. He is working with other Road Managers to find out how other towns are addressing these issues. Dave presented several options to the Board. It was decided that there should be coordination to determine the best option between Dave, Bob, Chief True, Chief Cain and AOC Juli Noyes prior to allocating funds.
- Tax Collector- Carlene Wiggin reported as follows:
  - Tax bills went out on Friday. There is an issue with the large copier that needs to be repaired.
  - There was discussion on door access at the Town Hall and drop box access.
- Building Inspector- Norman Giroux reported as follows:
  - A call came in from Officer Von Haden concerning the habitability of a property in town. The Health Department will be addressing this.
- Treasurer- Sara Belisle was not present.
- Town Clerk – Carol Beers Witherell reported as follows
  - There was discussion regarding elections procedures during COVID-19 and PPE needed for elections. Executive Order #43 changes the requirement for party affiliations pertaining to when an individual can change their party affiliation. It was suggested that a subcommittee meet to discuss elections further to determine how to handle the upcoming September and November elections. Joe will contact Harold Bragg to coordinate this.
  - Anyone who registered a new vehicle during the COVID-19 pandemic should contact the Town Clerk for guidance on procedures for signing title applications.
- Recreation Committee- Elaine Bodwell reported as follows:
  - The Recreation Committee has held Zoom meetings to discuss how to move forward with programming.
  - Jen Macek gave a summary of information that the Summer Camp program has received from State Rep Deb Hobson, the Kensington School Board, and other surrounding towns. The School Board will revisit the building use by the program during their June meeting. Summer Camp this year would not be profitable this year if it was held. There are some concerns about liability that Chief True will assist with getting information on that. Camp staff has concerns about putting in hours to plan for camp that may not happen, resulting in an expense to the town. The Board feels that they would like some planning and making an effort to see if it is possible for camp to be held this year. It was suggested to eliminate the extended day program if the school would not allow for the building use. It was noted that the summer camp staff is operating on the assumption that the park will be open this summer. The Trust will be meeting later this week to discuss the park reopening, however there are concerns about the cleaning requirements in order to reopen. Bob will continue to liaise with camp leadership to determine if it is possible to continue planning. Chief True will contact DHS for clarification on cleaning requirements.
  - There was brief discussion on the July Old Home Day programming. As there is still lots of uncertainty, this will be addressed at a future meeting.
  - Memorial Day services were briefly discussed. Information will be posted on the town website.
- Conservation Commission – Sydnee Goddard was not present.
- Sawyer Kensington Trust- Hez Mercadante had nothing else to report.

#### NEW BUSINESS:

##### Road Reconstruction update-

- The Board received 2 bids for road reconstruction. The Board discussed extending the deadline and decided to not extend the deadline and move forward. The bids were as follows: Bell and Flynn \$196,043.00 and RD Paving \$197,605.80. **At 7:52pm, Vanessa moved to accept the bids for consideration and for Bob and Dave to work together to evaluate the bids and make a recommendation to the Board. Bob seconded. A roll call vote was taken by Joe. Vanessa voted yes, Bob voted yes, Joe voted yes. The motion passes.**

Utility Pole permit for Unitil

- ***At 7:55pm, Vanessa moved to have Joe sign on half of the Board granting permission for use of the utility poles. Bob seconded. A roll call vote was taken by Joe. Vanessa voted yes, Bob voted yes, Joe voted yes. The motion passes.***

Liquor Permit for Eastman's Corner-response if any to state

- There was brief discussion on a liquor permit for Eastman's Corner. At the time of meeting, the State has not received a full application that details the intent for the permit. The Town has not received enough information to make any comment. Vanessa will draft a letter for the Town to send to the liquor commission noting that the Town cannot make an informed comment without more information.

Perambulations /Discuss boundary walkers

- The Board discussed the need for boundary walker volunteers and perambulations. Individuals who have done this previously are no longer available to complete this task. Vanessa will reach out to the Trail Committee and see if anyone would be interested.

Appointments

- The Board has tabled this topic until the next meeting.

Seabrook Gravel intent

- The Board reviewed an Intent to Excavate Form for 2020. The Board summarized the concerns that were brought up when the 2019 Intent to Excavate Form was submitted. It was determined that the Board would draft a letter to the Seabrook Board of Selectmen asking for the additional information that was requested in 2019. Vanessa will draft a letter for the Board to review.

Contracts

- The Board discussed contract policies. There are requirements in many federal grant applications that the Town needs to meet in order to be eligible for the grant. The importance of having contracts in place for even small jobs was discussed. It was suggested that the Board have town counsel draft a general services contract that could be adapted as needed. Chief True suggested a general clause contract and checklist in case the vendors contract was used. Chief True and Vanessa will work together to move forward on this.

OTHER BUSINESS:

- Assessing Office – Kathleen Felch
  - Excavation Warrant - ***At 8:34pm, Vanessa moved to accept the Gravel Tax Levy for April 1, 2019 to March 31, 2020 on May 18, 2020 in the amount of \$262.08. Bob seconded. A roll call vote was taken by Joe. Vanessa voted yes, Bob voted yes, Joe voted yes. The motion passes.***
  - Land Use Change Tax – ***At 8:37pm, Vanessa moved to sign the Land Use Change Tax for Map 15 Lot 8. Bob seconded. A roll call vote was taken by Joe. Vanessa voted yes, Bob voted yes, Joe voted yes. The motion passes.***
  - Elderly Exemption – The Board will review the Elderly Exemption and will discuss next meeting.
  - Assessing letter – The Board briefly discussed assessing letters to be sent to the utility vendors the Town uses. ***At 8:42pm, Bob moved to approve the letters to utility companies and to assign Joe to sign on behalf of the Board. Vanessa seconded. A roll call vote was taken by Joe. Vanessa voted yes, Bob voted yes, Joe voted yes. The motion passes.***

The Board reviewed bills, payroll, and mail. It was suggested that the Road Manager provide a memo stating that the roadwork has been completed. ***At 8:52pm, Bob made a motion to approve the tax abatement of \$4,000.00 to Unitil as a result of a settlement. Vanessa seconded. A roll call vote was taken by Joe. Vanessa voted yes, Bob voted yes, Joe voted yes. The motion passes.***

The Board reviewed minutes from May 4, 2020. The Board will revisit approval at the next meeting on June 1, 2020.

***At 8:56pm, Bob moved to adjourn. Vanessa seconded. A roll call vote was taken by Joe. Vanessa voted yes, Bob voted yes, Joe voted yes. The motion passes.***

Respectfully submitted,

Chelsea Lalime