

KENSINGTON BOARD OF SELECTMEN MEETING
Virtual Meeting due to COVID-19
MONDAY September 14, 2020 – 6:30pm
Minutes – DRAFT-WILL REMAIN IN DRAFT FORM

In attendance: Joe Pace, Vanessa Rozier, Bob Solomon

Joe called to order at 6:30pm. At the time the meeting was called to order, there were 10 participants on the Zoom call.

At 6:31pm, Joe opened the Public Hearing on Fire Department Fees. Chief True presented the Proposed Fire Department Fee Schedule Effective October 1, 2020. It was confirmed that these fees would not be related to any emergency or mutual aid situations, but would be in effect for private entity details, though not for Town details. There would be no charge for woodstove inspections, or sprinkler systems review and inspections. To generate this fee schedule, Chief True compared with other towns. There were no questions from the public. **At 6:43pm, Joe closed the Public Hearing.**

RSA 41:9A gives the Town the authority to authorize the Board to establish fees, therefore the Board can adopt the fees. The Board briefly discussed the fees and it was explained that by establishing fees, it provides for instances where the Town can access to intergovernmental funds or from a private entity when it makes sense to do so. The Board would not want to see a situation where the fees are taking on a life of their own. Chief True said he estimates the fees will bring in approximately \$2K-\$3K per year. It was explained that this would be administratively managed by the Fire Department to include enforcement and collection. Most of the Enforcement and collection of these fees would be handled, by the FD. Administratively handled through the FD. **At 6:53pm, Vanessa made a motion to accept the proposed fee schedule for the Fire Department effective October 1, 2020. Bob seconded. Joe took a roll call vote. Vanessa voted yes, Bob voted yes, and Joe voted yes. The motion passes.**

DEPARTMENT HEADS:

- Police Department –Chief Scott Cain reported as follows:
 - A bill for the door and new key fobs were submitted. Granite State Security provided a quote in the amount of \$1,223.00 for the LTE service upgrade that is required for the Town Hall alarm system, which should be completed before the end of the year. Chief Cain suggested this come out of the Building Maintenance line of the budget. There was an additional \$339.00 quoted for backup batteries for the system to be upgraded. There was discussion of where this would come from out of the budget. **At 7:07pm, Vanessa made a motion to approve the expenditure for the fire alarm backup battery and the cellular communicator upgrade for up to \$1,575.00 Bob seconded. Joe took a roll call vote. Vanessa voted yes, Bob voted yes, and Joe voted yes. The motion passes.**
 - The new vehicle that was approved at the last meeting was ordered through Foss Motors. There is no delivery date yet.
 - Additional patrols over Labor Day Weekend resulted in 10 arrests including 2 DWIs and several drug related arrests, in addition to man traffic violations.
- Building Inspector- Norman Giroux reported as follows:
 - There is a concern at 5 Pine Lane. Norman explained that he received a call from a prospective buyer of the property who had had a home inspection completed and as a result, there was concern as to whether the proper permits had been pulled for the finished second story over the garage. The permit was done by the previous Building Inspector for the town, but did not note anything about a second story. There is no record of final inspection. Norman explained that he had made an attempt with the homeowner to view the property and suggested a possible solution of an After-the-Fact permit. Jamaica Johnson, property owner, and her real estate agent, Meghan DeFreeze, addressed the Board stating that she purchased the home 2 years ago and there were no issues with the space above the garage at that time. Ms. Johnson feels that a permit was pulled and has been closed, there should not be any concerns. She explained that she has been paying taxes on the second story for 2 years. Norman explained that there is a disconnect between building permits and tax cards currently in town that the Town is working to address. The Board expressed concern that if the Building Inspector were to

issue anything without an inspection, it opens up liability to the Town and the townspeople, and as they are unable to determine any final inspection, this could not be done. It was explained that even for an After-the-Fact permit, the Building Inspector and Electrical Inspector would need to make an inspection. The Board does not feel that town staff should be involved in a private transaction, and based on the documentation that the Town has, it is their believe that the 2nd floor of the garage has never been inspected. It was clarified that the assessor card cannot be proof that the improvements were permitted.

- There was discussion on horizontal fences as pool covers. There is NH RSA that required mandatory adoption of 2015 code to be used, however, Kensington ordinances can be more stringent.
- Fire Department – Chief Jon True reported as follows:
 - Conditions are still very dry. The State has shutdown online permits and there are no large pile burning being allowed. If people are losing their wells, they should contact Bob Solomon as Health Officer.
 - The engines are being serviced and inspected this week.
 - The AFG Grant for the radios is open for one more week with \$93M remining to give out.
 - \$897.99 was approved from NH for forestry equipment. There is a letter on file and the check is in the mail.
 - The cistern at 152 Drinkwater Rd is in the final stages of testing
 - Joe thanked the FD for their assistance during the election.
- Emergency Management - Chief Jon True
 - The voting went well from a safety standpoint; there was adequate PPE and cleaning supplies
 - GOFERR grant approval Project 1 attesting to salary requests needs to be signed by Joe as soon as possible. **At 8:04pm, Bob made a motion for Joe to sign the Governor's Authorization for Emergency Relief and Recovery GOFERR form. Vanessa seconded. Joe took a roll call vote. Vanessa voted yes, Bob voted yes, and Joe voted yes. The motion passes.**
 - FEMA is planning on providing the town approximately \$3,500.00 and GOFERR I at approximately \$22,000. More will be submitted in the next few weeks.
 - A walkthrough of the EOC with HSEM passed with the following note: Beginning tomorrow 9/15/2020 at 9am, they will be installing antennas and moving EM radios from the FD to the Town Hall.
 - There will be a test with the radiological officer and Chief True in October to ensure they can meet the parameters of the drill cycle. All other aspects have been tested and approved.
 - Today a draft copy of the All Hazard Mitigation Plan was received and has been sent to FEMA.
 - Chief True has applied for a grant to rewrite the town's Emergency Operations Plan. The grant application will be presented to the Board at the next meeting.
 - The electronic sign is working great! The second one is being applied for under a grant.
 - Currently no statement has been issues from the State on Halloween/Trick or Treat.
 - **At 8:09pm, Bob made a motion to authorize Joe to sign to sign the salary request letters for for Chief Cain and Chief True. Vanessa seconded. Joe took a roll call vote. Vanessa voted yes, Bob voted yes, and Joe voted yes. The motion passes.**
- Road Manager – David Buxton reported as follows:
 - Road Reconstruction should be completed this week.
 - 1 proposal for plowing has been received
 - He is still seeking bids for tree removal service.
 - There have been several emails relating to speeding cars. Dave has ordered children playing signs with posts to install.
 - Dave disagrees with the signage pertaining to the truck route that has been installed at Yorkfield Farm. Horse trailers should have been included. Dave asks that the horse trailers be included in the truck route.
 - There have been inquiries regarding children wanting to play in cul-de-sacs in town. Dave said that he has no intentions of supporting children playing inside a cul-de-sac with traffic around them. There was discussion on possible one-way traffic signage that was decided was not necessary.
- Tax Collector- Carlene Wiggin was not present.
- Treasurer- Sara Belisle was not present.
- Town Clerk – Interim Sarah Wiggin reported as follows:

- The Board announced that the former Town Clerk submitted her resignation and on Thursday the board appointed Sarah Wiggin as Interim Town Clerk to serve through March 2021. Sarah provided an update to the Board of how the transition has been with State Departments.
- Current Town Clerk hours are posted and are currently Wednesday 4pm-8pm, Thursday 9am-5pm, and Friday 9am-1pm. Sarah hopes that these hours will be consistent and plans to make additional hours available as well. Residents can continue to request absentee ballots for November.
- Recreation Committee- Elaine Bodwell was not present.
- Conservation Commission – Sydnee Goddard was not present.
- Sawyer Kensington Trust- Hez Mercadante was not present.

NEW BUSINESS:

Avitar Quote for online access

- The Board reviewed the \$1,614.00 quote from Avitar for online access to tax maps and tax cards. There was discussion on where these funds could come from out of the budget. Carlene has \$1,045.00 in her budget for yearly meetings with the Tax Collector Association that will not be used, and she would be willing to use those funds towards the online access. Additionally, there is \$660.00 left in assessing supplies that could be put towards online access. There was discussion on prorated fees from Avitar. Kathy will find out if the mapping bundle could be prorated as well as the internet kiosk agreement and the Board will review again at the next meeting.

The Board reviewed mail and received general updates from the Town Hall staff. The bank credit card needs to be updated to have Bob's name on it.

At 8:42pm, Vanessa made a motion to approve the minutes from September 1, 2020. Bob seconded. Joe took a roll call vote. Vanessa voted yes, Bob voted yes, and Joe abstained. The motion passes 2-0-1.

At 8:44pm, Bob made a motion to approve the minutes from August 24, 2020, September 8, 2020, and September 10, 2020. Vanessa seconded. Joe took a roll call vote. Vanessa voted yes, Bob voted yes, and Joe voted yes. The motion passes.

At 8:45pm, Vanessa made a motion to adjourn. Bob seconded. Joe took a roll call vote. Vanessa voted yes, Bob voted yes, and Joe voted yes. The motion passes.

The next meeting will be on September 28, 2020.

Respectfully submitted,

Chelsea Lalime