

KENSINGTON BOARD OF SELECTMEN MEETING

Virtual Meeting due to COVID-19

MONDAY November 2, 2020 – 6:30pm

Minutes – APPROVED NOVEMBER 16, 2020

In attendance: Joe Pace, Vanessa Rozier, Bob Solomon

At 6:32pm, Joe called the meeting to order. At the start of the Zoom meeting, there were 11 participants on the call.

At 6:33pm, Joe opened a public hearing for Unanticipated Funds for 2020 in the amount of \$87,299.68. This number is higher than normal, much of which is due to emergency operations grants and CARES fund grants. Many of these funds are intended to offset funds for police, fire, emergency management, etc. but will be deposited into the General Fund and can be allotted how the Board sees fit. There were no other comments or questions. Staff was commended for all of their efforts. **At 6:37pm, Vanessa made a motion to accept the unanticipated funds in the amount of \$87,299.68. Bob seconded the motion. Joe took a roll call voted. Vanessa voted yes, Bob voted yes, and Joe voted yes. The motion passes.** At 6:39pm, Joe closed the public hearing.

DEPARTMENT HEADS:

- Police Department – Chief Scott Cain reported as follows:

- Chief Cain addressed a memo that he sent out to the Board regarding remaining funds of approximately \$42,000.00 in the budget (see attachment to minutes). Last week, Chief Cain, Joe and Kathy met to go over remaining funds. There was discussion on whether the proposed Watchguard software is the best option at this point and it was determined that due to multiple factors, it would be important to not wait to upgrade this software. **At 7:04pm, Vanessa made a motion to approve surplus of \$40,714.67 to be used by PD for October 27th memo, which should be included in the minutes. Bob seconded the motion. Joe took a roll call vote. Vanessa voted yes, Bob voted yes, and Joe voted yes. The motion passes.**
- Trick or Treat was successful this year with no issues.
- KES will be reopening soon.

- Fire Department – Chief Jon True reported as follows:

- The Department has been doing some interesting training and residents can follow along on the Department Facebook page. The Department continues to dynamically improve our fire, EMS, and rescue response capabilities for the Town.
- Shortly, there will be a new FD/EM website that will tie into the Facebook page and a new twitter page, allowing the departments to get vetted information from and to residents quickly.
- The Fire Department will be providing manpower at the polls to assist in cleaning and disinfecting, as well as feeding the volunteer workers throughout the day.
- The Department, in concert with the state of NH, is working toward being able to rapid-test asymptomatic first responders on site. We have applied for the license and are requesting the training and equipment to help keep our employees safe and available to serve the public. Once the system is up and running, they hope to expand testing to other groups within the community. There will be more on this in the future.
- The NH Dept of Safety EMS Division has given the Kensington Fire Rescue an updated battery-operated electrostatic sprayer, which will allow us to disinfect the ambulance immediately after a call, thus putting us in service quicker than before. So, a thank you to them for this equipment.
- Brush piles will now be allowed to be burned with a permit. A reminder that “snow covering” is four inches of snow for 100 feet around the pile to be burned without a permit. If you are unsure, call the FD first. We are still in drought conditions (although things are getting better).

- Emergency Management - Chief Jon True reported as follows:

- Cases in Rockingham County have gone up recently. The situation will continue to be monitored and the EM team will provide recommendations and support as needed to the Board and Town agencies. A recent Primex update explained “COVID fatigue” and how to avoid it as well as a new daily “self-check” sheet that should be utilized by all Departments. We will also push vetted information out to the public as needed.

- We are doing our best to obtain funding for KES to get needed supplies and PPE. The Town has received the first round of grant money from GOFERR (\$21,182.26) and the second project has been submitted. FEMA grant 2 will be submitted post-election, but no later than the end of the month. Chief True continues to apply for as many grants as possible to help get the needed supplies and equipment.
- The emergency operations plan grant has been approved. Additionally, the first electronic message board was purchased, and COVID grants will help pay for that. A second electronic message board can be purchased using a grant as well. There are also potential grants from the Secretary of State office to assist with the costs of absentee ballots.
- **At 7:14pm, Vanessa made a motion that the Select Board, in a majority vote, accept the terms of the Emergency Management Performance Grant as presented in the amount of \$15,000.00 to purchase an electronic message board. Furthermore, the Board acknowledges that the total cost of this project will \$30,000.00 in which the Town will be responsible for a 50% match (\$15,000.00). Furthermore, the Board authorizes EMD Jonathan True to sign all documents related to this grant. Bob seconded the motion. Joe took a roll call vote. Vanessa voted yes, Bob voted yes, and Joe voted yes. The motion passes.**
- The sign board project will be \$16,900.00, for the two signs, but the difference of funding will come from another budget item.
- Chief True explained that he needs approval to submit for the second GOFERR grant on behalf of the Town behalf and address any concerns with them, as this grant may be lapsing soon.
- **At 7:15pm, Vanessa made a motion for the Select Board to authorize EMD Jonathan True to be the designated signing authority for the purpose of applying for and receiving of FEMA and GOFERR pandemic-related grants on behalf of the Town of Kensington, NH. Bob seconded the motion. Joe took a roll call vote. Vanessa voted yes, Bob voted yes, and Joe voted yes. The motion passes.**
- **At 7:16pm, Vanessa made a motion to authorize EMD Jonathan True to apply for the Secretary of State grant for absentee ballots. Bob seconded the motion. Joe took a roll call vote. Vanessa voted yes, Bob voted yes, and Joe voted yes. The motion passes.**
- Road Manager – David Buxton - Plowing Quotes
 - Dave is waiting for a date from Seacoast Tree to find out when the work will be completed.
 - November 17-18th are the target dates for sand and salt to be delivered.
 - There was a brief discussion regarding the cistern/hydrant responsibilities with regard to the plowing contract. It was agreed that if the steel rod with flag was placed on the hydrant, the contracted plowing company would clear within 3 feet of the hydrant, and the Fire Department would be responsible for the remaining 3 feet of clearing. Vanessa read updated language to be included in the contract. It was recommended that the Town attorney review the contract and it could be used as a basic contract for any services that might require a contract. There was additional discussion regarding damage and liability for mailboxes. Historically, the parties have been able to work together to come to a mutual agreement. Vanessa noted that she is not an attorney and assumes no personal liability regarding any errors or omissions. Joe agreed there is no personal liability beyond what anyone has as board member.
- Tax Collector- Carlene Wiggin reported as follows:
 - The due date for taxes will not be December 1. The Town is still waiting for the tax rate. Taxes would be due 30 days from the postmarked date.
- Building Inspector- Norman Giroux was not present.
- Treasurer- Sara Belisle was not present.
- Town Clerk – Interim - Sarah Wiggin reported as follows:
 - Sarah expressed her thanks to everyone for help with the election and is hopeful for a successful Election Day.
- Recreation Committee- Elaine Bodwell was not present.
 - The Board thanked the Rec Committee and Church members for a successful pumpkin event on Halloween!
- Conservation Commission – Sydnee Goddard was not present.
 - Vanessa reported that there is potentially still an ongoing issue with the abutter of conservation land removing stones from the land and suggested that Sydnee come to the next meeting to give the Board a better understanding of what is happening.
- Sawyer Kensington Trust- Hez Mercadante reported as follows:

- Sawyer Parl has been winterized.
- There is an ongoing issue with dog poop on fields. The Trust wants to make it clear that dogs should not be on any fields in the town park.
- Spring 2021 sports are being tentatively scheduled. The park took a major hit financially this year and funds are dwindling so the Trust is trying to ensure they are ready for next year if able to open.
- The next Sawyer Trust meeting is November 18th at 5pm, at the Pinnacle Center on South Rd.

NEW BUSINESS:

- Quotes for tree removal from Town Hall
 - There was a discrepancy on the scope of work between the quotes. Kathy will put together a scope of work to be distributed to the companies so that the Board can review accurate quotes.
- Welfare Case
 - There are currently 2 active properties where the Health Officer may need to get involved. The Board discussed possible options and the need for resources to be provided to the Board. Chief Cain will reach out to some resources that he has and see if there is someone that could do a presentation to the Board on options for handling welfare concerns.

OTHER BUSINESS:

- Assessing Office – Kathleen Felch reported as follows:
 - Mowing Contract 2021 - The Board discussed a formal scope of work for a mowing contract
 - Trash Stickers – Kathy will be ordered more trash stickers. The cost is approximately \$1184.00 for 32K stickers and delivery time is approximately 3 weeks.

Approval of Board Minutes- *At 8:11pm, Vanessa made a motion to approve the minutes from the October 19, 2020 meeting. Bob seconded the motion. Joe took a roll call vote. Vanessa voted yes, Bob voted yes, and Joe voted yes. The motion passes.*

Vanessa said the Planning Board is working on special projects including improving the application process and organization for the Board. Chelsea Lalime is now assisting as the Planning Board Clerk and has been allocated 10 hours per week, however it may be necessary to allot an additional 5 hours to get the Board organized. The Board agreed that this was necessary and understood that there may be more than 10 hours of work per week.

The next meeting will be on Monday November 16, 2020

At 8:20pm, Bob made a motion to adjourn. Vanessa seconded the motion. Joe took a roll call vote. Vanessa voted yes, Bob voted yes, and Joe voted yes. The motion passes.

Respectfully submitted,

Chelsea Lalime



Kensington Police Department



Scott D. Cain
Chief of Police

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95 Amesbury Road
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October 27, 2020

Dear Selectboard,

For the meeting agenda on Monday November 2, 2020. I have reviewed my 2020 budget with Chairman Joe Pace and Kathy Felch and there will be a surplus of funds due to not being fully staffed (full-time officer salary) the entire year and because of the Covid-19 epidemic. I can account for a surplus of \$42,000.00 at this time. I would like the board to review and approve the following purchases for the Kensington Police Department.

2021 Dodge Charger: This would be a three year lease to own the vehicle. The first payment of \$10,387.67 would be due on delivery.

WatchGuard Clouds: This is for offsite cloud evidence library of all the Vista (Body Cameras) and in car HD Video camera storage. This includes training, installation software, licensing and unlimited storage. The initial cost is \$26815.00. There will be a yearly fee of \$7000.00 to maintain the records.

Conway Xerox Printer: The current printer lease is due to expire soon on the current printer and fax. Over a 5 year period the KPD has leased the printer for a total of \$6300.00. The printer must be returned back to Seacoast Business Machines. The current lease agreement does not include lease to own. The KPD can purchase the same printer as the Kensington Town Hall for \$3512.00. To lease and not to own would be a total of \$5270.40.

The Kensington Police is asking to use the surplus funds of \$40,714. 67 to purchase these items.

Thank You


Chief Scott Cain