

KENSINGTON BOARD OF SELECTMEN MEETING

Virtual Meeting due to COVID-19

MONDAY December 21, 2020 – 6:30pm

Minutes – APPROVED FEBRUARY 1, 2021

In attendance: Joe Pace, Vanessa Rozier, Bob Solomon

At 6:32pm, Joe called the meeting to order.

At 6:32pm, Joe opened the following public hearing:

*A Public Hearing will be held by the Board of Selectmen on December 7, 2020, via the virtual platform zoom for the Town of Kensington, NH 03833, at 6:30pm, in accordance with RSA 41:9-a to establish fees for deposits and unfinished permits in the Town of Kensington as well as the permit collection process for fees. The second hearing, if needed, on this proposal will be held on December 21, 2020 at 6:30pm via zoom. This process is in accordance with RSA 41:9-a requiring the Board of Selectmen to hold a public hearing before amending fees.*

Norman provided a summary of proposed fees to the Board. The fees would be \$0.10 per square foot of unfinished area of \$0.50 per square foot of finished area with a minimum fee of \$50.00. Residents with ongoing projects without a building permit would be charged twice the regular permit cost. Homeowners/applicants who wish to obtain a permit for work that has been completed without obtaining the proper permits first would be charged beginning on January 1, 2022 twice the regular permit cost. A grace period would be in effect through December 31, 2021 where normal permit fees would apply. Homeowners may be required to obtain inspections from licensed professionals at their own expense. An applicant's failure to extend or close out the building permit after the 180-day timeframe that permits are valid for, would be subject to a late fee of \$50.00 assessed every 90 days. A lost building permit card would require a repayment of the original permit fee. Norman explained his current process for following up on permits that remain open after the 180-day period. The Board and Norman discussed noticing applicants that currently hold an open permit. There was some concern expressed about the reassessment of the late fees and the possibility of an applicant being unaware of the fees they are accruing. The Board discussed how to notice current permit holders so that Norman could assess late fees if needed. It was suggested that the Board accept the fee change and require a formal procedure to be provided by Norman as to how the fees would be administered within 30-60 days. There was no public comment. **At 7:12pm, Vanessa made a motion to adopt the updated building permit fees as [presented by Norman for new building permits going forward. Bob seconded. Joe took a roll call vote. Vanessa voted yes, Bob voted yes, and Joe voted yes. The motion passes. At 7:13pm, Vanessa made a motion to adopt the late fees to existing permits that have not been closed out prior to April 1, 2021. Bob seconded. Joe took a roll call vote. Vanessa voted yes, Bob voted yes, and Joe voted yes. The motion passes.** At 7:14pm, Joe closed the public hearing.

At 7:14pm, Joe opened the following public hearing:

*Kensington Board of Selectmen will hold a Public Hearing in accordance with RSA 31:95-b on Monday, December 21, 2020 at 6:30 p.m. on the virtual platform zoom, for receipt of unanticipated funds for 2020, including Municipal Aid. This Hearing will also include the encumbered funds for the Town of Kensington.*

The Board reviewed unanticipated funds for 2020. **At 7:16pm, Bob made a motion to accept unanticipated funds in the amount of \$4,881.60. Vanessa seconded. Joe took a roll call vote. Vanessa voted yes, Bob voted yes, and Joe voted yes. The motion passes.** At 7:19pm, Joe closed the public hearing.

**SEABROOK WATER DEPARTMENT SOURCE WATER PROTECTION PROGRAM-** Matt Krapf from GeoSphere addressed the Board regarding the Seabrook Water Department Source Water Protection Program. The Town had sent letters to potentially impacted property owners to make them aware of the discussion tonight. There was discussion regarding the town salt shed and it being in the area of concern. Mr. Krapf explained that the program is based around the notion of best management practices. The program runs for a 3-year period and at the end of that time, the Town has the

option to participate again or not. There was clarification by Mr. Krapf that the Seabrook Water Department does not have regulatory enforcement over property owners; only DES would have that enforcement ability.

Errick Johnson, owner of Viking Welding at 243 Amesbury Rd, asked who would pay for the inspections and what the inspections would consist of. Mr. Krapf explained that GeoSphere has been hired by the Seabrook Water Department for the inspections and there would typically be no cost to the owner and inspections are generally looking at “greater than household quantities (5+ gallons usually) of any potentially contaminative source to ensure they are stored/handled properly. There was discussion surrounding what would happen if a property owner refused an inspection. The Board felt that additional clarification on the salt shed is needed before making a decision. The Board will revisit this topic again at the February 1<sup>st</sup> meeting.

**Election/Deliberative Session Process-** Harold Bragg, Moderator, explained that HB1129 could drastically change the procedure for the March election process and Deliberative Session. The Board has the option to make a decision to have an alternative to an in-person deliberative session. The virtual meeting would be multi-faceted with a first meeting with a reading of the warrant articles, a period of time for public comments by electronic or voice, then a second meeting where the BOS take all public comments into consideration and put the warrants in their final form. HB1129 which would allow for the virtual deliberative session would also require that a “killer warrant article” be on the ballot, asking residents if they agreed with the process. If that was voted down, all warrant articles would be defeated. KES is not an option for voting this year. There was discussion of alternative locations for an in-person Deliberative Session. The Talbot Gym in Exeter was suggested. If there was a virtual Deliberative Session, drive thru voting would likely be required (Harold to confirm), which would mean voting would not be on March 9. Harold will need to mail a letter to every registered voter in town and that would need to occur within the first two weeks of January. The Board will discuss further at the January 4<sup>th</sup> meeting.

#### **DEPARTMENT HEADS:**

- Police Department –Chief Scott Cain had nothing to report.
- Fire Department – Chief Jon True reported as follows:
  - Santa’s Run went well, almost every road in Town was covered and it was great to see all kinds of people out enjoying a little holiday cheer. Santa enjoyed blowing the air horn... he wants to put one on his sleigh!
  - Run numbers are down this year (likely due to COVID) but there’s been an increase in EMS and fire calls recently.
  - There will be fireworks on New Year’s Eve at 8pm at Sawyer Park. Its important to get the word out to the public.
  - A quick thank you to all the members and their families for enduring us leaving late at night, during dinner, birthdays, etc. to help someone we may not even know and especially during these challenging times. Chief True would like to thank Chief Cain and the Officers and staff of the PD, The Town Hall staff, the road agent and the various Boards for your assistance and cooperation throughout the year.
- Emergency Management - Chief Jon True reported as follows:
  - EM is working on a few year-end projects.
  - The EM Department continues to manage the pandemic locally. The vaccine is being distributed to front-line healthcare workers and the nursing home populations first. Next will be first responders, and then work our way down through the public. Current plans show multiple drive-up sites where the public will be able to obtain the vaccine without getting out of their vehicle.
  - EM has been working on securing PPE for schools, PD, FD, TH, and other Town agencies.
  - There were recently two kiosks installed at the school to aid in checking temperatures and masks for their population.
  - The Kensington Volunteers are at the ready to assist with getting groceries and other errands as people try to stay home.
  - Working on a plan for restricted access at the Town Hall (Jan 1)- and to make it better and easier for the public to get their services.
- Road Manager – David Buxton reported as follows:
  - He has been spending his budget with the snowstorms. If there is any money left in his budget he would like to expend for contracts, but it will be based on the weather.

- Tax Collector- Carlene Wiggin reported as follows:
  - Today was the due date for taxes. About 86% have been received, slightly under normal.
- Building Inspector- Norman Giroux reported as follows:
  - There is only one company that has been willing to fabricate, install and paint the railings, Milton Fabrications and they quoted approximately \$2,800.00. Errick Johnson, a resident asked if he can provide a quote. This will be addressed again at the next meeting.
- Treasurer- Sara Belisle was not present.
- Town Clerk – Interim Sarah Wiggin reported as follows:
  - Hour will be as follows for the week of Christmas and New Year’s: Wednesday 4pm-8pm, Thursday 9am-1pm, and Friday closed.
  - Dog tags for 2021 are now available.
  - The new election booths have arrived and are at town hall.
  - The filing period for town positions opens January 20<sup>th</sup>- January 29<sup>th</sup>. There is at least 1 position open for almost every elected office.
- Recreation Committee- Elaine Bodwell was not present.
- Conservation Commission – Sydnee Goddard reported as follows:
  - It was explained that it would be good to be more explicit regarding the public right to use the Moulton Ridge Town Forest for pedestrian low-impact activities in the Conservation Easement. Additionally, they would like to add the right to post preventing hunting or camping.
  - **Vanessa made a motion to adopt the public access language into the easement for the Moulton Ridge Town Forest and to delegate decision making to the Conservation Commission. Bob seconded. Joe took a roll call vote. Vanessa voted yes, Bob voted yes, and Joe voted yes. The motion passes.**
  - **Vanessa made a motion to authorize Chairman Joseph Pace to sign the conservation easement deed which formally conserves the Town-owned property, Tax Map 13, Lot 1 in its entirety, and authorize Joseph Pace to sign all related closing documents including he baseline documentation report. Further, the Selectboard authorizes Sydnee Goddard, Kensington Conservation Commission Chair, to initial each page of the baseline documentation report on behalf of the Town. Bob seconded. Joe took a roll call vote. Vanessa voted yes, Bob voted yes, and Joe voted yes. The motion passes.**
- Sawyer Kensington Trust- Hez Mercadante reported as follows:
  - It was clarified that fireworks on New Year’s Eve will be launched from Field C.
  - The next meeting of the Trust will be January 20<sup>th</sup> at 5:30pm, via zoom.
- Trustees of the Cemetery- Jackie Benson reported as follows:
  - The Trustees would like to let the Board know that they would ask that funds be encumbered for fence work and funds in the wages line item.
  - There is a dire need for stone repair work, which has not be done since 2013. There are about 20 stones in the lower yard and many more in the upper yard in need of repair. They are hoping to encumber funds to start working on this, addressing the most urgent needs first, and the remainder over the course of next summer.

**At 8:56pm, Bob made a motion to appoint Robert Gustafson and Joni Praded to the Heritage Commission with terms expiring in 2024. Vanessa seconded. Joe took a roll call vote. Vanessa voted yes, Bob voted yes, and Joe voted yes. The motion passes.**

**At 8:57pm, Vanessa made a motion to appoint Joe Hickey to the Trails Committee with a term expiring in 2024. Bob seconded. Joe took a roll call vote. Vanessa voted yes, Bob voted yes, and Joe voted yes. The motion passes.**

#### **NEW BUSINESS:**

##### Current Budget Review

- The Board reviewed the current budget. The current year end projection is that there will be just under \$139,000.00 of remaining funds. The Board removed items that will not be encumbered this year. The Board will meet again next week when there will be an even closer projection for year end. There are concerns that the current projections do not take into account any possible snow events between now and year end. Dave

recommended saving approximately \$11,000.00 for a potential snow event. The meeting will be at 4:00pm on December 29<sup>th</sup>.

#### Investment Policy for 2020

- The Board reviewed the policy, which is unchanged from what it was previously. **At 9:23pm, Bob made a motion to adopt the Investment Policy. Vanessa seconded. Joe took a roll call vote. Vanessa voted yes, Bob voted yes, and Joe voted yes. The motion passes.**

#### Capital Asset Policy for 2020

- The Board reviewed the policy, which is unchanged from what it was previously. **At 9:24pm, Bob made a motion to adopt the Capital Asset Policy. Vanessa seconded. Joe took a roll call vote. Vanessa voted yes, Bob voted yes, and Joe voted yes. The motion passes.**

#### **OTHER BUSINESS:**

##### Abatements

- The Board reviewed the abatement for Map 11 Lot 42-3. **At 9:25pm, Vanessa made a motion to grant the abatement for Map 11 Lot 42-3 in amount of \$18.50. Joe took a roll call vote. Vanessa voted yes, Bob voted yes, and Joe voted yes. The motion passes.**

The Public Hearing on Budget and Money Warrant Articles will be on January 13<sup>th</sup> at 6:30pm with a second date scheduled for January 18<sup>th</sup> at 6:30pm.

**At 9:29pm, Vanessa made a motion to approve the MS-60A and authorize Joe Pace to sign on behalf of the Board. Bob seconded. Joe took a roll call vote. Vanessa voted yes, Bob voted yes, and Joe voted yes. The motion passes.**

**At 9:31pm, Bob made a motion to approve the minutes from December 7 and 10, 2020. Vanessa seconded. Joe took a roll call vote. Vanessa voted yes, Bob voted yes, and Joe voted yes. The motion passes.**

**At 9:36pm, 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.**

Respectfully submitted,

Chelsea Lalime