

TOWN OF KENSINGTON  
BOARD OF SELECTMEN MEETING  
Kensington Town Hall  
95 Amesbury Road  
Kensington, NH 03833  
MONDAY  
January 8, 2018  
Meeting Minutes-Draft  
6:00pm

In Attendance: Norman DeBoisbriand, Robert Wadleigh, Linda Blood

**CITIZEN'S FORUM –**

No one in attendance for citizen's forum.

**Avitar Associates-**

The board discussed the contract with Avitar Representatives, Loren Martin and Chad Roberge.

1. Norman questioned the cost difference from 2013 to 2018 for the revaluation. There was a difference in the amount for this year versus the amount in past years and the board was concerned with the increase. It was explained that there is not much of an increase since the last revaluation 5 years ago.
2. What would additional fees stated in the contract be for. Loren answered that would be if there was a legislative added cost. This is a new addendum that has been added to the contracts.
3. Agreement execution- this section states that if the bond is requested it is an additional \$1,053 added into the contract bringing the total cost of the contract up to \$36,153. Loren explained that many communities don't opt for the bond, so that fee is separate, most towns do this when they don't work regularly with the vendor who is doing the revaluation.
4. Legal will review the change in the paragraph, and execution of the agreement, the price would be \$35,100 for Avitar to conduct the revaluation. They will also evaluate the bonding sections so that it does not look like that they are signing for the bonding, if they opt to not have the job bonded. It was explained that a copy of the contract was sent to the Department of Revenue where they review it and get their input back to the board.
5. Revaluation- It was asked if they make appointments to go inside the homes during the revaluation. Loren explained that they have done the cycle inspections already, where they have measured and listed the properties. Chad explained that if there is not an interior inspection, there is a letter that they will send out to residents to make an appointment. When the new values are assessed there will be another chance to sit and discuss the adjusted values with Avitar. If there is some disagreement on the assessed value, Avitar will have someone available to do the interior inspection at that time.
6. The process will begin as soon as the contract is signed. This will take in different sales with longer time periods. They are looking to have the sales take in the 5-year period to have as many sales as possible.
7. Ratio- Loren explained that the unofficial equalization rate is 83.1%, because it is not yet approved by the DRA, the assessments are roughly 16.9% underassessed in Kensington. They used sales 6 months before and 6 months after sale because of the criteria set by the state. It

would appear that property values will increase, but that does not mean that the tax bill will be higher, because the tax rate will drop proportionately. The July bill will still be half of last years rate, and the difference will be made up in December 2018.

Bob stated that he understands what was stated, but with it being a seller market now he is concerned with the values being fair. It was explained that the state is using the market values, and it is a sellers' market right now. Bob explained that is why the board was wondering about using the 2-year period instead. The equalization is mandated by the state and the state sets the standards that they have to use to figure the ratio. The board is concerned that these sales could be an aberration and this might throw the valuations out of balance.

8. New Construction- based on square footage, quality, condition and features in the home and based on the model always created by the revaluation process. Cost does not always relate to market, and would be the same for residential and commercial.

The board will get clarification of the paragraph and moving the section on bonding.

Loren stated that once the contract is signed then the DRA contact will come in and there will be a joint meeting with both Avitar and the Department of Revenue. At that time the state will outline what they are going to be looking for in their assessment of the town.

9. Utility Pole Assessments- the state developed the values, and there is now a method to value the poles, and based on a cost less depreciation. The effective age is 50 years for a pole, and most of the poles in Manchester are around 100 years old.

#### **DEPARTMENT HEADS:**

- Police Department –Lieutenant Cain reported to the board that the storm was uneventful for the department and nothing big went on within the police department.
- Fire Department – Chief Jon True- Chief True thanked the board for the encumbrances. Fire department has been busy, and they have been to mutual aid in a number of towns. There were powerlines down and a local fire. He continued that this is the time when heating appliances will need to be checked. He wants to caution residents to be careful how you are heating your homes. He presented a new member to the board, and has already done the background check. The training course is January 15, 2018 in Kingston. The board congratulated her. He presented the board with the department paperwork. **Linda made a motion to appoint Stephanie Bean to the Kensington Fire Department as an EMT, Bob seconded, all in favor.**

He indicated that there was a question before about the Forest Fire Warden, and he will assume the Fire Warden position in the Town, Charlie LeBlanc wished to remain on as a permit issuing agent.

**Bob made a motion to make Jonathan True the Fire Warden for the Town of Kensington, Linda seconded, all in favor.**

- Emergency Management - Chief Jon True- there was not much damage within the town, and he thanked people for staying in. There was an issue that came up due to the demand issue for propane and oil. He would recommend residents to order more heating fuel when they reach around a half of tank, because the demand is high it could take a few weeks to receive it. The webeoc software training is coming up. The radios and siren control will be moved form the fire department to the town hall. The sound system is still on time to be installed in February, his next drill is the 14<sup>th</sup> of February 2018. Holly asked what the January 21, 2018 training was for, and that would be for EMT's.

- Road Manager – David Buxton- Bob stated that they are chasing the storm drifts and hopefully the drifts will stop soon due to the warmer weather and rain coming.

- Tax Collector- Carlene Wiggin-nothing to report
- Recreation Department-Holly McCann reported for the recreation department. The Kensington PTO send them a letter in reference to the March Madness Calendar. The school does March Madness each year and in the past the recreation committee has offered 2 weeks of summer camp for no charge. The PTO is asking the Town/Recreation Committee to donate for the calendar this year. **Linda made a motion to have the Recreation Committee donate two separate weeks of summer camp for the March Madness Calendar, Bob seconded, all in favor.**

- The new bylaws passed for the recreation committee indicate for them to go out and seek involvement by committees in the town, and if the board is in support of it they would like to put something in the Community News, the board was in favor.
- The father daughter dance is at ALNOBA on February 9, 2018, and they will be needing to spend \$1300 from the revolver. She continued that this is a charged event so that the expenses should be covered. This amount should cover the DJ and the Photo Booth.
- Town Festival- they have been discussing this as a group and they are thinking about moving the town festival date until possibly August. She just wanted to know if the board is okay with that date. There has not been any vote as a committee, but they looked at area towns to see when they are holding their festivals so that they are not in conflict with any other events. The board is in favor of this as well.
- They are starting to gear up about Summer Camp, and the director has been sent an email to meet with the Recreation committee.
- Use and Permits for Season 2018, there has been talk about it, but she thinks that it would be a good idea to contact the groups. She asked if the board has thought about the fees and the application and wondered if the Recreation committee could make some recommendations to the board. They are looking to take the first step to getting something together for the first of February. Norman stated that if the Committee can take a look at the application and fees and get back to the board that would be appreciated. Holly has started to look at area towns and see what they have for fees and policies. The committee will get back to the board.

**Historical Society-** Holly reported for the Historical Society that they received a letter from the Library Trustees and they would like some of the artifacts removed. There is a question as to who owns the items in question and they are going to figure that out. There was a suggestion made that if they are town artifacts, would the board be willing to place them in the town hall and other places so that they could be seen. Bob stated that if there was an inventory of what the town owns then they could discuss.

- **Conservation Commission** – the Bodwell Easement document has been executed and the check has been sent to SELT as directed by the Conservation Commission.

- **Sawyer Kensington Trust-** Bruce was in attendance to see if the board had reviewed the Turf care bid, and when the board thinks that might go out. Plowing at the park was discussed and if the board is going to make a pass through. Norman stated that he was under the impression that there was to be a pass through for emergency vehicles and an area to park a vehicle. Holly stated that maybe not plowing the whole parking lot, but so that people could still use the area. The board will talk to David about it.

Bruce stated that when the fees were set the last time they had used the area town's fees.

- **Treasurer-** Michael Schwotzer-Kathy reported that the transfer for the Conservation Commission's request has been transferred in the PDIPS.

- Building Inspector- Norman Giroux-

1. Building permit application- He explained that this is the simplest permit he has seen to fill out, but one of the things on the permit is that the building inspector is to be notified at the completion of the job. At the end of the year he goes back and reconciles and he has 3 still open from April, where there have been no calls made that the project is finished. He has left messages, and he needs to go over and do the final. He is unsure if there are any penalties or fines for not calling him for the final inspection, but that there should be something.
2. There was a permit done in December for Wild Pasture Road for a garage and when the contractor asked for the permit, he stated that there should be a silt fence installed and there is not one there. That contractor has agreed to put one up in the spring, but Mr. Giroux is looking for some recourse for the applicants not following through. He is looking for the board to assess fines for the issues. He is very concerned with the wetlands and the filtration fence not being put up.
3. He needs to be called to access the property and see if the demolition has been completed, he then lets Kathy know so that the buildings can be taken off of the assessment card. He knows in other towns there are penalties and fines for this. Norman explained that the board can write a letter that they are not in compliance with the building permit application process, and they think that in these situations fines could be assessed. The board explained that they like the process that the card gets back to the town at the end of the project for the protection of the town.
4. He would like to ask for more responsibility, and why can't he be the one to make the initial contact with the people for the permits. Instead of waiting for the board to write a letter, can't he go and verify if the building is indeed in the wrong place. Norman felt comfortable with him going out, and if there is a compliance issue then the board would write the letter. This might speed up the process to have him start the process instead of waiting for the response from the board.
5. Building and Electrical inspections are required and plumbing is not. The plumbers are the only contractors who come into town and do not have to pay a fee. Other towns have fees that are \$25.00 per fixture for the plumbing, he does the pressurizing and final on the plumbing. He is concerned that they are the only contractors that don't have to pay for the inspections. Bob stated that if there is going to be a fee for the inspection, there should be a permit for the plumbing as well. Mr. Giroux explained that there was already one situation where there was some faulty plumbing and there was a serious situation. Bruce stated that doesn't the plumbing cost get figured into the square footage cost for the home. The board will take a look at what is charged for the fee per square foot and see what surrounding towns are doing for plumbing and they will get back to him.
6. Mr. Giroux had one more issue to discuss, and out of the international residential code book he copied an example of fees, and he did three examples of fees for the board. This example is figured on total valuation, so these examples would apply to new homes. If the town was to follow this type of model the town could incorporate all the fees into one permit. Bruce asked who would determine the valuation of the building or project, and that for a renovation it would be hard to use that model. Mr. Giroux was using this model for new homes. Bob stated that as far as people not getting back to him, can they add a hundred dollars onto the building permit,

sort of like a security deposit and have it returned once the final inspection is done. The board all agreed that it would be a good way to approach this issue and they will review.

**NEW BUSINESS:**

Selectmen's Warrant Article suggestions-wording- all will be forwarded to legal for review.

- **Fire Truck-** Warrant article that has been written for the last 6 years. The only thing that changes is the wording of the year of payment.
- **Fire Pond Warrant Article-** the addition of Non-lapsing until 2019 and adding cisterns as well. The Fire Chief True passed out the pond diving responses and gave the recommendations to the board. Once these are in the Hazard Mitigation plan then federal funds could be applied for to help with the costs. He is proposing to not dig out a pond next year, some just need to be reclaimed and he is suggesting to do those first. He is going to work with the Planning Board on cisterns within the regulations. Some insurances won't look at cisterns that are under 30,000, and he will come back with the highest deficiencies and proposed action for the board. Norman stated that once the cistern needs repair the cost is much higher, and he believes that pond maintenance would be less than cistern maintenance.
- **Budget Warrant Article-** The budget is 102.00 lower than the default.
- **Road Reconstruction-** \$200,000-same wording.
- **Feasibility Study for Garage-**still discussing.  
Added to the warrant due to the police cars being exposed to the elements. And will have no tax effect on the town due to the fact that the funds are being taken from the Police Special Details.
- **EMS Revolving Fund-**  
He is looking to have the money that comes in from the ambulance calls be put into a new fund called the KENSINGTON EMS REVOLVING FUND, purchases would be limited to the purchase, repair and/or maintenance of: EMS vehicle(s), EMS equipment, EMS supplies; payment of EMS certification training for members, payment of Advanced Life Support agreements and funds from awarded state and federal EMS grants.  
  
Any expenditure over \$50,000 will have to go back to the town's people for vote. Medical supplies are needed for the ambulance and the costs are going up. They want to be able to have a budget reviewed by the board and anything within the budget would have to be approved by the Board of Selectmen.
- **Second Warrant Article** is to take the funds from the current Ambulance fund and put them into the new fund. These funds all fall under the jurisdiction of the treasurer.

The board will be putting these all together in a document to be submitted to the town's legal counsel.

There is also a Citizen's Petitioned warrant article that deals with the Accessory Dwelling Units from attached to detached units that will be reviewed Thursday with a Planning Board Public hearing.

All Citizen's Petitions need to be turning in by tomorrow January 9, 2018, along with signatures of 25 registered Kensington voters.

Holly McCann asked about the Charrette report and if the board has gotten anything back. Norman replied that they got the power point presentation back and the board is in the process of forming the group to review the Charrette. Linda stated that the board has not gotten any funds requested in relation to the presentation yet. Holly asked if she could get a copy of the presentation, Kathy will forward that to her.

**Recycling-** Norman explained that there is a company that they are working with now and there is a contract that needs to be reviewed.

**Norman made a motion to legal review, Bob seconded, all in favor.**

**Budget Discussion-** Recycling cost increase- adjustments to budget if needed –

Norman stated that the board feels comfortable with the figure that has been presented, Fred Bloomberg was in attendance and worked on the budget with the board and agreed.

**OLD BUSINESS:**

Toby Hale was concerned with hearing that the cemetery mowing job went out for bid. He is looking to still be involved in the town in some way. Norman asked him why he would not put a bid in for the mowing and clean up. He further explained that the cemetery is now becoming a costlier venture than they have had. He believes that the Trustees of the Cemetery and the board came to this conclusion. The fall clean up has increased considerably in the past four years, they are trying to get the cost in control. He has been trying to do the fall clean ups and was told that it was not open for him to do. He was wondering about the pay scale and how that will work. It was explained that it would be an all-inclusive bid, that would contain all the aspects of the job for the whole year.

Norman apologized that they did not contact him, thinking that he would be putting in a bid.

He would be called for the burial plots and he was on call for other aspects of the town, and the removal of debris would be included in the bid. He indicated that the old cemetery has about 60 stones on the ground that need to be repaired. He appreciated Bob fixing the tractor and Bob stated that it is in need of lots of repairs. Holly McCann asked if Toby could bid on certain properties, all would have to be bid on.

Fred Feldman explained that as a Trustee they had to have the large tree removed and other issues.

- Non Public Session- RSA91A:3, II (a,c,l) if needed

Norman motioned to go into Non-public for reputation, legal matters and personnel, Bob seconded, all in favor at 8:03pm.

Norman motioned to leave and seal non-public at 9:15pm, Bob seconded, all in favor.

Norman motioned to close public session at 9:15pm, Bob seconded, all in favor.

Respectfully submitted,  
Kathleen T Felch