

**TOWN OF KENSINGTON  
BOARD OF SELECTMEN MEETING  
Kensington Town Hall  
Amesbury Road  
Kensington, NH 03833  
THURSDAY  
NOVEMBER 17, 2016  
6:00 pm  
Meeting Minutes-Draft**

**In Attendance:** Norman DeBoisbriand, Peter Merrill, Robert Wadleigh

Others in attendance: Charlie LeBlanc

Norman called the meeting to order at 6:05pm, seconded by Peter Merrill, all in favor.

The board went through the past years write off report from Comstar. There are multiple delinquent accounts that are back to 2013 that they would like to clear up. Charlie stated that Comstar has all the information that he has. The board questioned why some of the town residents still think that they don't have to submit the information to their insurance companies. Charlie stated that was the way it was before the billing so there might be some residents that still believe that the ambulance is free and they don't need to pay the fee associated with the ambulance services. But that is not the case now. The board questioned the billing and how it is done. Charlie explained that the residents are only billed twice, and it is called soft billing. The board is uncomfortable writing off so much and will see what the fees would be through Comstar to go to a harder billing cycle.

Peter asked what the history of the collection is for each individual. Kathy responded that information is not given to the town unless it is requested. He would also like to know how the invoices are sent is it regular mail or certified mail. It was explained that there are instances where the individual is paid directly by the insurance and they in turn do not pay the ambulance bill.

The board questioned why the town decided to do the soft billing? Kathy explained that this service used be billed out by the department as a \$150.00 donation, so when they started the billing they wanted to go into it gradually.

Norman stated that he knows someone in a surrounding town on the ambulance crew, and in that town, it goes on the Chief's critical elements review if there are outstanding accounts. The documentation is key to the billing process, and the Chief is key to making sure the information is collected.

Norman asked how this company is paid, and it was explained that they are paid a percentage of what was collected.

Peter asked how much has not been collected over the years. Charlie was unsure of the total amount uncollected.

Norman asked why the amounts charged are all so different. Charlie explained that it is all interventions and what is done on the trip.

Kathy looked up what was written off last year and the board had written off \$716.70 for 2015.

Norman asked Kathy to contact Comstar to discuss the harder billing and go through the list and see if the information can be updated.

Charlie stated that he could arrange another work session with Jeff Tassey from Comstar if the board wanted. The board thanked him.

The board signed off on various accounts on the write off report presented.

The board then discussed the points system with Charlie and asked how it works. Charlie explained that there is an allotment of \$50,000 that is divided up amongst the members on the department. Bob asked that if there were only 5 members on the department then it would be divided up among them? Charlie explained that it would, it is not an hourly figure. Peter explained that some of the points are for meetings and some are for calls. Charlie explained that 60% of the calls are for the ambulance. Officers get points for holding the various positions. Charlie explained that each call up to 4 hours is one point, a 5-hour call would be 2 points. Points are awarded after the department members certification only. The taxes are an expense of the town and not part of the \$50,000 allotment for the department. **Norman made a motion to approve the points, Bob seconded, all in favor.** They also signed the points sheet. Peter offered assistance with the battery packs for the department trucks if needed.

Kathy asked about the Fire Works Ordinance and explained to the board that it is time to update the town's information on the state site. The state has Kensington listed as fireworks being prohibited, but the ordinance states that they are allowed with a Class B license only, and a permit. Charlie stated that he signs off on these permits as long as the individual doing the fireworks presents the Class B license. Charlie suggested to leave it as listed.

Norman presented the board with the statistics of the fire department and the calls listed. The percentages of calls have decreased each year in town. The board reviewed the information.

Norman is working on position descriptions for all departments.

Norman motioned to enter into non public session at 7:30pm, Peter seconded, all in favor. RSA 91-A(a&c)

Norman motioned to exit non public session at 8:11pm, Peter seconded, all in favor.

Norman motioned to seal the minutes, Bob seconded, all in favor.

Kathy reported that the insurance company will be reviewing the town properties on November 22, 2016, and might need to access the buildings.

Kamco will be called by Norman to discuss the \$527.00 billing the town received.

A letter will be drafted to Williams Scotsman about the extra charge for not removing the tiedowns on the police department trailer. The tie downs were not removed by their company and the town had to pay the paving company to remove them.

Kathy gave the board the updated budgets, they will review.

Kathy presented a program from Avitar for tracking permits, building, electric, and burner. The current process the permits are entered in two data bases and recorded in the assessing software, this program would make it one entry. Board is not sure about the Avitar assessing, and not sure that they would approve this program.

The need to update QuickBooks is more of a priority, the board asked Kathy to research the companies that do the town accounting and also to ask the auditors their thoughts on the various systems.

January 30<sup>th</sup> is the last day to post the Warrant and Budget so all the public hearings have to be done before then.

Peter updated the board on the Accessory Dwelling Unit article that they are putting through to the voters for March. He wanted to let towns people know that if they don't accept the planning boards version the state one will become effective.

Kathy stated that she found the Brick School House deed online and in reviewing it, the wording states that the "inhabitants of Kensington" as the owners of the property. She is uncertain if there is some other documentation that states that the school or historical society have ownership of any part of it. Joan Webber is getting some paperwork that she has to her. It was stated that there was wrongful notification done so she wanted to update the data base with the correct information for future applications. She will update the board.

Bob updated the board on the Lambert Subdivision and stated that lot 6 driveway is acting as a retention area in front of the driveway to slow the water going onto the Brick School House property. Peter stated that the driveways are not set until the permits are pulled. David only has jurisdiction over a section of the driveway that meets the road. The board is concerned and wants to make sure that the School House property is protected. It was explained by Peter that the building inspector over sees the Storm Water run-off and he would be able to address that at the building stage of the process. The storm water ordinance is there so that people contain the water run off on their own properties. The board is also looking to correct the problem and not create future problems. Bob will meet with David at the site and go over a few options and report back to the board.

Norman stated that the Gutter company come today to view the building and once approved it would be 2 weeks before they could be installed.

Dawn had requested an email address for her Deputy Carol, the town currently has no more free addresses and Kathy is working on setting something up. The state will not allow her to take the privacy training without her own independent email address.

Norman motioned to close the meeting at 8:53pm; seconded by Peter, all in favor.

Respectfully Submitted,

Kathleen T Felch