

TOWN OF KENSINGTON
BOARD OF SELECTMEN MEETING
Kensington Town Hall
95 Amesbury Road
Kensington, NH 03833
MONDAY
January 15, 2018
Meeting Minutes- Draft
6:30pm

In Attendance: Norman DeBoisbriand, Robert Wadleigh, Linda Blood

Others in Attendance: Holly McCann, Elaine Kaczmarek, Frank Whittemore, Carlene Wiggin, Kathleen Bailey, Pam Schwotzer, Michael Schwotzer, Chief Sanders, Sergeant Cain, Chief True, Norman Giroux, Fred Bloomberg.

Norman made a motion to open the public hearing at 6:32pm, Bob seconded, all in favor. He indicated that they were here tonight to have a public hearing for the Budget and Money Warrant Articles.

Proposed 2018 Budget:

He then read all columns from the 2018 Budget to those present and reasons for the increase or decrease to each department total.

Mr. Schwotzer questioned the plowing and sanding and salt line items where totals at end of year were over budget and the totals for next year were decreased. Norman responded that the School will be reimbursing the town for plowing in 2018, that will offset that expense.

Norman asked if there were any questions, and there was one on recycling that will be addressed later.

Norman made a motion to approve the town 2018 Budget for \$1,644,797, Bob seconded, all in favor.

Warrant Articles:

Norman explained that the warrant articles are to approve the warrant articles to go to ballot and for the board to either recommend or not recommend each article.

Fire Truck- Mr. Schwotzer asked if there was to be Capital Reserves used for the final payment. It was explained that next years payment will use some of the Capital Reserve Fund held by the Trustees of the Trust Funds which will off set the amount needed to raise and appropriate next year.

The board voted to recommend this article.

Fire Ponds- read to the public and Mr. Schwotzer asked if there was money appropriated for this last year. Norman explained that yes, there was a warrant for this last year, and that the board has been working on the pond next to the Town Hall, and further explained that they are all in need of repair.

Chief True has given the board a list of ponds that will need repair first, and the board is in agreement with the schedule. The pond next to the Town Hall may be the most expensive one to repair.

The board voted to recommend this article.

Operating Budget- the article was read. No discussion or questions on this article.

The board voted to recommend this article.

Road Reconstruction-article was read. Mr. Giroux asked what other projects would be. Norman explained that this would include other road/highway related projects for the board to be able to complete.

The board voted to recommend this article.

EMS Revolving Fund-

It was explained that this warrant article is to put all the ambulance funds in a new revolving fund as opposed to the fund that they have now that is very restricted. This fund will allow the Fire Department to be able to use those funds for other ambulance related needs.

Chief True spoke to the article. He explained that although it has more flexibility, it is a fund that all purchases will be reviewed by the Board of Selectmen. He continued that any purchase over \$50,000 would have to be approved by the voters. This type of fund will allow them to pay for training for EMT's and fire fighters and ALS services. This will also allow for Grants to be put into this account and used for only those specified uses of the grant. There will still be no cost to the tax payers. Once this fund is created the Ambulance Fund would be discontinued, and the money that was in that fund would be transferred to the General Fund and then immediately appropriated to this fund. Mr. Schwotzer explained that there has been recent legislation that has created these funds, and they did not exist before that, and once available all surrounding towns went to these funds. This is a good, smart financial move for the town.

The board voted to recommended this article.

Discontinue of the Ambulance Reserve Fund-

Norman explained that if the EMS Revolving Fund article passes then this article will create the mechanism for the proceeds to be deposited in the General Fund and then appropriated to the new fund. This article will also discontinue the use of the current ambulance fund.

The board voted to recommend this article.

Accessory Dwelling Unit- Detached- voted on by the planning board last Thursday night, not voted on by this board.

Heritage Commission- To establish a Heritage Commission in Kensington. Mr. Schwotzer questioned that a non-money warrant article does not have to be recommended or not recommended by the board. Kathy informed the board that they can always choose to recommend or not recommend at the deliberative session. It was discussed that the recommendation does not have to be within a public hearing, it could be a regular meeting of the board.

No vote taken.

Heritage Fund-

Norman explained that this is used to establish a fund for the Heritage Commission. He explained that this fund would be similar to the Conservation Commission Fund, where the committee can determine where to spend money, or for promoting educational programs. If the town took in a building then this commission could appropriate some of the funding out of that fund to do certain renovations of the building. Like the Conservation Commission this fund is controlled by the Heritage Commission and is not controlled by the Board of Selectmen.

Mr. Whittemore spoke to the article and explained that the Board of Selectmen would appoint the members to the commission so they would have control in that respect. He explained that most of the money that would go into the fund would be through voluntary donations. It was discussed that public

funds can be deposited into this fund through the warrant article process. He explained that the Conservation Commission funds are contributed to their fund through the Land Use Change Tax Process. Mr. Whittemore explained that this could help people with their barns and with getting grants. Ms. McCann asked if once the members are appointed do they become independent? Mr. Whittemore stated that they would be like the Conservation Commission. She asked how would private citizens in town be involved in these matters. It was explained by Mr. Whittemore that it would be likely the Selectmen, by appointing the residents to the committee. Linda asked if you can have a Heritage Fund without a Heritage Commission? If the Commission article is not approved what would happen to the Fund, who would take care of it. Mr. Schwotzer explained that the town would have to follow the vote and put the money in the fund. Chief Sanders questioned that if the town put Town Money into this fund, then the town funds will be used on private individual's residences. Mr. Whittemore explained that is correct, but this fund is not for people to get money, but more for grant assistance. Mrs. Schwotzer explained that the Commission would be holding public meetings, so the residents would have the opportunity to see what is on the agenda and react accordingly. Ms. McCann asked if this is in response to the PlanNH Charrette. Mr. Whittemore explained that it would be an extension of it. Ms. McCann asked if there are going to be any further meetings to talk about the Charrette, and if the report is back. The board explained that the report has not been seen yet, only the power point that was shown during the Charrette weekend. The board vote is not to recommend this article.

Rescind SB2-

Norman explained that this article is asking the voters to go back to the old form of Town Meeting. No vote taken.

Richie McFarland Fund-

Norman explained that this article has been on the ballot for a number of years and they are looking to appropriate \$2100 for the funding. Board voted to recommends this article.

Rockingham Community Action-

Norman explained that this article has also been on the ballot for a number of years and they are looking to appropriate \$1500 for funding their programs. Board voted to recommends this article.

Norman made a motion to close the public hearing at 7:09pm, Bob seconded, all in favor.

Norman made a motion to open the public meeting at 7:09pm, Bob seconded, all in favor.

**Regular Meeting Agenda-
CITIZEN'S FORUM –**

Mr. Whittemore asked about the recycling situation. Norman explained that on November 17, 2017 a Friday the town received notification that the facility the town was using for recycling closed and the town had to contact the new owner of the facility. One facility explained that they were not going to accept bottles and plastic, only cardboard and paper due to their being no market for those objects, and the fee was double what was paid before. The board had made contact with various companies, some did not want to do single stream and the rate was very high per ton. It was explained that if there was a

contaminated load that came in, which could include one pizza box, it would double the rate to make it \$100 per ton. The board has since found a facility, Greenworks, which will do single stream. There are a couple of issues that will need to be worked out with the contract for Greenworks and B&S Disposal. He explained that the recycling is in a bad place. He has read that China is not taking any recycling and that might have some impact on the recycling costs escalating. The board is close to signing the contract.

DEPARTMENT HEADS:

- Police Department –Chief Scott Sanders- now that the budget has been finalized, he asked if they could order the chargers since there is money in the default as well as the operating budget. He explained that this will help the department to get ahead of the rush on orders. The board is fine with that process.

The new officer is at the academy and doing very well, and he is working on the end of the year numbers for the town report. Sergeant Cain accompanied the Chief to the meeting. The Chief was asked to put a list together of what is needed for the garage. He was asked to look into setting a meeting date for the Committee to get started on the Charrette information when it is received by the town.

- Fire Department – Chief Jon True-

- Working on the budget
- Training and Association meetings will now be on Tuesday nights.

- Emergency Management - Chief Jon True-

He is working on the grants and reported that there were no incidents from the flooding the other day. He explained that there could be some heavy snow coming.

Training January 30, 2018 from 5-7pm to work the WEBEOC. This is used for road closures and storms as well as for the Emergency Operations Center. He encouraged the Board to attend.

- Town Clerk – Dawn Frost- Dawn had a request to ask for someone to do the minutes of the Deliberative Session, the board has no issues with that. Norman made a motion to hold the Deliberative Session on February 7, 2018 at 6:30pm.

- Recreation Committee-Linda spoke to the Recreation Committee, she explained that there were five people present at the last meeting. While they were discussing issues, it came up that there are rules and regulations that they are to following now and there was much objection to the name Kensington Park and Social Committee. They explained that it is the name of the park is Sawyer Park not Kensington Park, and that the public would not know that it was still the Kensington Recreation Committee. She understands that the title had to do with including the whole town, and not just the park events. It was very heated and she wanted to bring it before the board to see if the board wanted to discuss this further. Norman explained that the document was discussed at a meeting with the Recreation Committee and there were three members present from the committee at that time. They were asked if they had any questions on the bylaws and if they were in agreement with it and they had stated that they were. Norman continued that the Kensington Park and Social Committee is involved in multiple things, and they did not want to confine it to being just a recreation committee. He believes that board has come to a conclusion that the Committee will need to be transformed and revitalized to include social activities not just recreation committee functions.

Linda then explained that the Kensington Park Social Committee has held the Father Daughter Dance yearly and it is always held the weekend before Valentines day. When a committee member went to the school to give them the information they stated that the PTO has a function planned for that night as well and asked the committee to change their event. She stated that they have been able to change

the date with the DJ and the Photo Booth, but she was very disappointed that they had to change all of the plans when that is traditionally the date they use for the event. She is concerned with events being planned on the same day in the future. Norman explained that in the bylaws there is a provision for a school member to be involved so that every committee is communicating and knows what is being planned. He explained that this was discussed at the Charrette and that what happens in town is that there are events held and no communication between any of the departments. The Charrette meeting discussed that if there was this committee, the Kensington Park and Social Committee, you would have all of those members and everyone would be communicating with each other and these issues would not happen. There has also been a contract signed by the board and ALNOBA for the Father Daughter Dance. Ms. McCann explained that they were understanding and let the committee change the date. Linda stated that they don't have many members, but that there is a resident regularly attending the meetings that is not a member, but a liaison from the Church.

Ms. McCann stated that they have one person who is interested and they will be getting the name to the board soon.

Norman explained that the Charrette Committee could take this issue of the Recreation committee and look at how to incorporate these other organizations within the department and how they would work with the other organizations. Ms. McCann stated that was the issue of are they a department or a committee, and in the bylaws, it states that they are a committee.

Summer Camp- Ms. McCann explained that there was a notification given to the board and committee that the summer camp director has resigned and there needs to be a process put in place for the applications to be sent out soon for the Director, Coordinator, Counselors and the registration forms. There is a lot of work to be done to get the summer camp going, and Norman explained that the board will support the committee on their efforts, all they ask is to keep them involved in the hiring process. The board agrees that the summer camp is a vital program to the town and there will be an effort to hire someone soon.

Ms. McCann stated that there are documents that they can adapt, as far as the Director and Coordinator there is not an application for those positions. The past Coordinator and director have stated that they will help with what is needed.

- **Other Department Heads-**

Building Inspector- Norman Giroux- He approached the board and continued with the discussion about the building permits. He likes the idea that Bob had for implementing the deposit for not calling for the final inspection. The board has to look into how to implement the fees and what the process will be. The board is in favor of this, and hopes for them to be able to vote on this at the meeting on the 29th of January 2018. Mr. Giroux does not feel that this is a penalty, but at deposit.

Plumbing Fees- These fees are assessed in different towns at \$25.00 per fixture, he is currently doing the inspections. He is writing the permit for a new home on Drinkwater Road, there are 11 fixtures in that home that would add \$275 to the permit fee. He is looking for the board to vote on that as well. Norman explained that the board has a few things to figure out on this to legally implement it. If the board votes to add these fees they might need to ask legal for the process. Kathy let the board know that if the fees require a public hearing there will not be enough time for notice requirements for the January 29th meeting. The board was fine with that, they will just have a discussion about them and the process. The board will keep him up to date on the progress.

NEW BUSINESS:

Recycling Contract- Agreement wording- board has discussed earlier and they are working on an agreement.

OLD BUSINESS:

Town and Kensington Sawyer Trust Agreement review-All members have not reviewed the information.

OTHER BUSINESS:

• Assessing Office – Kathleen Felch-

- Mailbox at town hall- the post office has contacted the town about placing a blue mailbox at the town hall. Chief Sanders has no objections to the idea, only where it is put. The parking lot here would be difficult. He asked if the board might consider using the parking lot across the street. He thought that UPS and FedEx drop boxes might be other options. They will think about the areas to put it and will let the post office know. Board members will review areas in town for possible placement.
- Destruction of the Special Town meeting files – This is just for the destruction of the Special Town Meeting documents after the retention time period has passed. Dawn signed as town clerk, board is okay with this as well.
- MS-60A- This lets the state know when the town's audit will be and who will be doing it. Norman made a motion to approve signing the MS- 60 form, Bob seconded, all in favor.
- Mosquito Control Contract with State- This is the contract with the State, Town and Vendor. Norman made a motion to approve the contract for the Special Permit Application for Mosquito and Black Flies with the NH Division of Pesticides Control, Linda seconded, all in favor.
- The board approved payment of the Pandelega Bill for the work done on Moulton Ridge Road.
- There was a request to have the annual report dedicated to Ann (Nancy) Smith, the board agreed. The 2017 Annual Report will be dedicated in her honor. She has served as a Trustee of the Trust funds for many years as well as being a local school teacher.

Kathy Bailey, of Exeter Newsletter, asked the board for their contact information.

She asked the board a few questions on the recycling.

- The board reviewed the bills and signed the manifests.
- Non Public Session- RSA91A:3, II (c,j)

Norman voted to go into nonpublic for legal and reputation matter at 7:55pm, Bob seconded, all in favor.

Norman motioned to close at 8:38pm, Bob seconded, all in favor.

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

Norman motioned to close the public session at 8:38pm, Bob seconded, all in favor.

Respectfully submitted,

Kathleen T Felch