

BOARD OF SELECTMEN MEETING  
Kensington Town Hall  
95 Amesbury Road Kensington, NH 03833  
MONDAY March 18, 2019 – 6:30pm  
DRAFT

Prior to the start of the Public Meeting, there was a non-meeting with legal to provide updates to the new board

In attendance: Peter Graves, Joe Pace, and Vanessa Rozier  
Approximately 16 others in attendance

At 6:31pm, Joe called the meeting to order.

Pledge of Allegiance

Immediately, the BOS began assigning individual duties. **At 6:33pm, Peter nominated Joe to serve as Chair. Vanessa seconded, all voted in favor. Joe will serve as Chair of the BOS.** The BOS assigned individual duties.

DEPARTMENT HEADS:

- Police Department – Chief Scott Cain reported as follows:
  - There is some restructuring happening within the Police Department and there are two new officers that will be sworn in on April 1
  - The police cruiser that was involved in an accident several weeks ago has been repaired and returned to the department
  - Chief Cain and Chief True are working together to apply for grants that would allow for additional joint training with the Fire Department and Police Department
  - There are some issues with trucking companies and road usage in town. The Police Department is working on a solution that would hold companies liable for issues if necessary
  - Still in the process of getting estimates for Town Hall/Police Department repairs
- Fire Department – Chief Jon True reported as follows:
  - Chief True congratulated the new BOS and welcomed them
  - Chief True thanked the town for supporting the budget, fire hydrant repair, and paying off Engine 2
  - He reminded the public that with snow melting, burn permits are required to burn brush or have outside fires. Call FD non-emergency number at 603-772-5751 to request a permit. In addition, there is the option of requesting the permit online.
  - Chief True would like to put the old ambulance up for sealed bid soon.
- Emergency Management - Chief Jon True reported as follows:
  - The EM budget was submitted to the State for the 2020 fiscal year.
  - The Hazardous Mitigation Plan will be reviewed in the coming months. There will need to be representation from the BOS, Planning board, Conservation, Zoning, PD, DPW, FFD, and some members of the public. Please contact Chief True if interested.
  - Chief True would like to obtain State of NH surplus furniture for the town hall, FD, and EM.
  - Peter asked Chief True if there were any comments on the Seabrook Emergency Beacons. Chief True responded it was a drill. Resident Bob Gustafson stated that it was an internal drill only and it was announced that sirens would be sounded.
  - Chief True would like to meet with all members of the BOS for introductions and to explain the use of Emergency Management software and apps.
- Road Manager – David Buxton reported as follows:
  - Now that the Warrant Article passed, once the scope of work for the first year in the document provided to the previous BOS is approved, David will begin work marking out sections of the road and will schedule a contractor for site visits

- The salt/sand shed will need to be refilled
- Vanessa stated that prior to taking action on authorizing the scope of work for the first year of the 5-year road plan, Peter and David will need to meet to see the sites. Vanessa asked if the work has been put out to bid yet, and David responded that nothing is out to bid yet because he needs to mark things prior to bringing out the companies for bids. Vanessa asked about the process that was used to create the road plan. David explained that he took the worst roads in need of repair/replacement and prioritized them. Discussion on the site visits/ride around with the members of the BOS and David. Joe stated that some of the work on this plan was done with the former BOS and Resident and former Selectman Ben Cole stated he would be happy to help to provide additional information.
  - Brief discussion on shed repair and loading dock
- Tax Collector- Carlene Wiggin had nothing report
- Building Inspector- Norman Giroux was not present
- Treasurer- Sara Belisle was not present
- Town Clerk – Carol Beers Witherell was not present
- Recreation Committee- Donna Carter reported as follows:
  - Two positions were posted for the Summer Program: coordinator and director. The Committee has already received an application for a coordinator and is expecting to receive an application for the director soon
  - The program would start June 17 and would run for 2 weeks, the week of July 4 there will not be a session, and then the following 4 weeks would be sessions. This would result in a total of 6 weeks of programming. The Committee would like to go through the budget with Peter before seeking approval.
  - The Committee would like to hire Emily Greenwood for the position of Coordinator. She has previously been both Coordinator and Director and due to her experience, they would like her rate of pay to be \$20.00 per hour. Vanessa said that would need to be incorporated into the budget. Discussion on new procedures to budgets for the Committee. Joe suggested that Peter meet with the Committee to get the proposal for hiring together. Donna said that the Coordinator gets everything ready for the program so need to move quickly on hiring.
  - Joe said there is a scheduled meeting on Friday and the hiring of the Coordinator can be addressed then.
  - The Easter Egg Hunt is scheduled for April 13<sup>th</sup> to be held at KES or the town park, depending on weather. There are costs to this and Donna asked for guidance as far as how to move forward with a budget for the event. Vanessa stated that a line item budget for the event would be required prior to approval. The Committee will provide that for the meeting on Friday.
- Conservation Commission – Bob Gustafson had nothing to report
- Sawyer Kensington Trust
  - There is a meeting on Wednesday night, but the time has been changed to 6pm.
- Kensington School Board
  - Jennifer Ramsey, School Board Chair, thanked the BOS for including her on the agenda. Jennifer thanked the town for approving the budget and reserve funds for the school. She reported that enrollment is continuing to increase.
  - The School Board hopes to continue to work with the BOS.
  - The School Board plans to hire an additional 1<sup>st</sup> grade teacher for next year and there is an immediate opening for a Paraprofessional posted on the SAU16 website.
  - The School Board does not anticipate there will be a large surplus to be able return to the town this year. The next meeting is April 10 at 6pm.
- Trail Committee
  - Resident Joe Hickey explained that he is currently the sole member of the Trail Committee. He had previously discussed getting a formal Trail Committee formed with the former BOS. There is a list of residents who have expressed interest. He feels that the first task would be to determine what roles and responsibilities of the committee would be and the avenues to do so. A goal of the committee would be to take inventory of trails on town property, then do the same for trails on private land, then contacting landowners to see if they are interested in being included in trail efforts going forward. He suggested that there be a kickoff meeting to address the above.

- Vanessa suggested choosing a date for a Kickoff Meeting and inviting all who have expressed interest to attend. The next steps could be formalized and then the committee could be established.
- Chief True spoke as a member of the Charette Committee. Chief True explained that the Committee's intent was to look at the existing trails and see if public use is allowed. He would like to be on the Trail Committee if one is formed.
- Resident Bob Gustafson said that the Conversation Commission has the master map of the positioning for trails on town land and also has many of the trails on private land marked on the map. He explained that there are possible legal issues and easements that would need to be addressed.
- Vanessa felt that there would be a considerable amount of legal work required with regard to land use and easements. Without a budget for the Trail Committee, there would need to be discussion on how funds would be accessed.

Resident and former Selectman Mike Schwotzer addressed the BOS with regard to the Budget Committee. Mike explained that this only became active when the budget was formatted but he recommended/requested that there be formalization to the Budget Committee. Mike would like to become a member of the committee to add his assistance and services. After looking at some of the Warrant Articles that passed, he offered his services to work with Kathy to put those costs into the budget as passed and then present that to the BOS. Joe stated that he appreciates the offer and with the absence of institutional memory on the BOS feels it would be helpful. Peter and Vanessa both agreed. Mike, Joe, and Kathy will discuss this this week.

#### NEW BUSINESS:

##### Municipal Pest Contract 2019

- The BOS reviewed the Municipal Pest Contract, currently made in 9 payments between April and December. Peter asked if early payment discounts have ever been explored. It is unclear whether this has ever been explored. Kathy added that this was the company's recommendation for a payment plan, not the town's choosing. Peter suggested pursuing revised payment schedules. Vanessa agreed but is concerned that if the amount is paid in lump sum, there is no recourse if there is a problem later on. Brief discussion on alternative payment options. The BOS table the conversation for this meeting and will add this to Friday's meeting agenda.

#### OTHER BUSINESS:

- Assessing Office – Kathleen Felch reported the following:
  - Request made to advertise vehicle donations – The town received an email sent by Wheels for Wishes to have information on the town website about this program. The town has never promoted or provided information like this before on the website. Peter asked if there is an existing policy on this. Kathy stated there is not. Vanessa felt that if it is not a municipal service, it should not be allowed on the town website as there is no policy and it potentially creates issues later on. Joe and Peter agreed. Vanessa suggested recommending they contact the moderator of town Facebook page Kensington Connects.
  - New Veteran's Credit Application – The BOS signed the request for a Veteran's Credit.
  - Intent to Excavate – There were 2 notices of Intent to Excavate presented to the BOS
    - **At 7:31pm, Joe made a motion to approve the Intent to Excavate for Tax map G11-30 Lot 30 and Tax map 3 Block 17 Lot 2. Vanessa seconded, all voted in favor.**
  - Permit submitted for use of the Grange by Kensington Public Library on 5/18/19 from 7am to 2pm for Plant and Book Sale. **At 7:31pm, Vanessa made a motion to approve the use of the Grange by Kensington Public Library on 5/18/19 from 7am to 2pm for Plant and Book Sale. Peter seconded, all voted in favor.**
  - The BOS signed the pay rate change forms for employees.
- Abatements
  - An abatement request for Tax Map 5 Lot 35-5 was reviewed. **At 7:36pm, Vanessa made a motion to deny. Brief discussion on abatements and at 7:36pm, the motion was withdrawn by Vanessa.** The Abatement will be addressed at the next meeting.

The BOS signed a Certificate of Authority to change the account holders for the town credit cards to the current BOS to add Peter Graves, Joe Pace, and Vanessa Rozier as signatories on the account. Vanessa asked what the cards are used for. Kathy stated she uses hers for town supplies and Chief True uses his for medical supplies for Fire and EMS.

The Heritage Commission will meet Thursday at 7pm in the Town Hall.  
The BOS signed the Deputy Health Officer and Health Officer forms.

The BOS thanked the former BOS for the work they did and are appreciative of help they have offered and provided.

The BOS reviewed bills and mail.

The next meeting will be March 22, 2019 at 8:30am and the next regularly scheduled meeting is April 9, 2019.

**At 8:11pm, the Board entered into nonpublic session, consistent with RSA 91-A3:II(a), after a motion by Vanessa Rozier, second by Peter Graves, and a unanimous roll call vote in favor. P Graves motioned to close non public session at 9:18pm, seconded by V. Rozier, all in favor.**

Joe Pace motioned to close the public session at 9:18pm.

Respectfully submitted,

Chelsea Lalime