

Town of Atkinson
Board of Selectmen
Regular Meeting
Monday, September 14, 2009

At 7:32pm on Monday, September 14, 2009 Chairman Childs called the Regular meeting to order in the Atkinson Town Hall.

Members Present:

Chairman Fred Childs
Bill Friel
Bill Bennett

Introduction

The new Town Administrator, Philip A. Smith, Jr, was introduced. There will be a reception following next weeks meeting for those who wish to meet Mr. Smith.

Correspondence

Historical Society

Fred Kulik and Adele Dillon appeared before the Board of Selectmen. Mr. Kulik read a letter dated September 11, 2009 which was submitted to the Board of Selectmen regarding the Kimball House Museum, which is in need of attention. The Historical Society would like the Board to research the cost of the building exterior repair as well as new windows and put together a Warrant Article asking the voters to approve the costs. General discussion of how to fix the problem, types of siding, types of windows and insulation. Mr. Friel to pull together to costs. Ms. Dillon requested a programmable thermostat for the Historical Society. Chairman Childs to request one from Dave Weymouth.

The Historical Society is open every Wednesday from 2pm-4pm.

Mrs. Feuer spoke from the audience, she suggested that they get a Warrant Article to do the windows then start a Capital Reserve Fund for the rest. The Board of Selectmen thanked the members of the Historical Society.

Approval of Minutes

September 8, 2009 - Regular Meeting

Mr. Friel made a motion to approve the regular meeting minutes of September 8, 2009 as submitted, seconded by Mr. Bennett, carried unanimously.

Lt. Baldwin is leaving for service and requested to be removed as Deputy Director of Homeland Security.

Mr. Bennett made a motion to rescind the appointment of William Baldwin as the Deputy Director of Homeland Security, seconded by Mr. Friel, carried unanimously.

Mr. Bennett made a motion to appoint Phil Consentino as Deputy Director of Homeland Security, effective immediately, seconded by Mr. Friel, carried unanimously.

Town Hall Roof Repairs

Mr. Friel stated they have the roof repair proposal. Discussion of possibly holding off until next year. Mr. Friel recommended moving forward. Mr. Friel to get contract together and get insurance certificates. Motion made, pending Mr. Friel getting the documentation.

Mr. Friel made a motion to award the contract to Lambert Roofing for the amount of \$29,755, seconded by Mr. Bennett, carried unanimously.

Heating Oil and Service

Mr. Friel made a motion to award the bid for heating oil to Difeo Oil, seconded by Mr. Bennett, carried unanimously.

East Road Recreation Area

Mr. Friel stated the bonds are in hand and approved by Sumner Kalman.

Mr. Friel made a motion to award the East Road contract bid to Galloway Trucking for the sum of \$84,740, pending the execution of the rest of the documents and initialing the pages of the document, seconded by Mr. Bennett, carried unanimously.

Department Heads

Conservation

21 Woodlawn Avenue - Dead Tree

Mr. Friel met with Mr. Stewart and Tim Dziechowski. Mr. Dziechowski to review the deed and walk the site.

Announcements

Residential Barrier Spraying

New Hampshire Municipal Pest Management Services recommended the Town take precautionary measures and treat Pope Field, Academy Avenue, Town Hall, and the Community Center. If anyone does not want this done near their property please write a letter to the Board of Selectmen stating name, address, and the fact they do not want it done.

COOL kids Club at the Atkinson Congregational Church is requesting donations for Emmaus Homeless Shelter. There will be a collection box at Town Hall from September 27th - October 11th. They are looking for pillows, underwear, soap, diapers, hand cream, razors, toothbrushes, notebooks, pens, folders, craft supplies, laundry soap, dish detergent, silverware, trash bags, bandages, 1st aid supplies, cleaning supplies, sponges, and scrub brushes.

Department Heads

Highway Department

Ted Stewart appeared before the Board of Selectmen.

Mr. Stewart had a memo from Keach-Nordstrom regarding the Mocassin Path basin. Mr. Stewart discussed a residents concerns about the structure. Mr. Stewart met with Mr. Friel regarding the complaint. KNA went on site and gave an explanation of findings. Mr. Stewart stated there is no action needed.

Keach-Nordstrom

Bond reports given to the Board of Selectmen. There are four roads for which the bond is inadequate. Mr. Stewart is requesting to go with Mr. Smith to Sumner Kalman and find out course of action to be taken. Mr. Stewart stated he had spoken to Mr. Kalman last year regarding options. The town will not spend money on private roads. Time frame was not given at time of accepting the bonds. Mr. Stewart stated NH DOT has standards on how to proceed and a lawyer needs to review and advise the Board of Selectmen.

Mr. Friel authorized Mr. Stewart to meet with Mr. Smith and Mr. Kalman.

Mr. Stewart advertised for a Part-Time Highway Position. The Board of Selectmen has the applications. Mr. Stewart made a recommendation. Discussion of the probationary period being six months or twelve months, policy manual states twelve months. Criminal record and Motor Vehicle record check done prior to hire. Discussion of pay for road crew (\$10.50) and dump attendant (\$9.30). Mr. Friel to discuss with Sandra LaVallee the documentation that employees have showing pay.

Mr. Bennett made a motion to authorize the Road Agent to hire Aaron Salmier and David Whitley at \$9.30/hr for the dump and \$10.50/hr for road work pending successful background checks, including license, motor vehicle and criminal background checks, seconded by Mr. Friel, carried unanimously.

Recycling Center

Mr. Friel to meet with Mr. Smith to discuss the recycling center, then they will meet with Mr. Stewart. Mr. Stewart requested discussing this issue in a public forum. Mr. Friel stated the demolition dump is closed. Mr. Stewart requested being on the agenda in two weeks (September 28, 2009). Mr. Stewart states he would like to come up with a resolution.

Complaints

Four letters of complaint to be reviewed by Mr. Smith to come up with a course of action.

CTAP - Phase I

Regarding the CTAP application, Mr. Stewart stated Julie LaBranche (liaison) had approved the bid process and bids before they went out, now she states since the bids we have been awarded and we have not received the grant we will need to apply for Phase II of the grant. Mr. Stewart to go to the Rockingham Planning Commission to talk to Cliff Sinnot regarding this issue. There is a Conservation Assessment Grant that Ms. LaBranche would like to tie into the CTAP funds. Mr. Stewart to come back to the Board of Selectmen on how to proceed.

Hog Hill Brook Study

The study is funded through the budget. Mr. Stewart stated the worst case scenario is we pay the bill and use CTAP money for Phase II. The study results are pending. Mr. Stewart spoke with Steve Keach and is waiting for the dam to be inspected. They have spoken with the Dam Bureau regarding hydraulic studies. Mr. Stewart stated the December 15th deadline will be met.

Community Center

Mr. Stewart stated the Community Center had been cleaned up last week per Chairman Childs request.

Crack Sealing Bids

Bids have not gone out. The Board of Selectmen need to review the bid before advertising. Mr. Stewart stated they are running out of time for crack sealing season.

Old Business

Bid Format

Mr. Friel to develop the bid format.

Computer Hardware/Software Inventory

Chairman Childs stated the person he had in mind is not able to do the inventory during business hours due to

the fact she teaches. Chairman Childs to ask if any students are available to work.

Continuity of Operations Plan

A letter was signed by the Board of Selectmen and to go to the Deputy Director of Homeland Security to do the preparation.

Military Leave Policy

The policy will be revised within then next few days for the Board of Selectmen to review.

Police Station Generator

Mr. Friel stated the RFP is completed and to be sent out for total price. They reserve the right to provide the generator. To add into the RFP that anyone working at the Police Department have background checks. Mr. Bennett questioned addressing higher security in securing access to machinery during the installation. Mr. Friel suggested bringing in Chief Consentino to discuss security.

Water Leak/Mold

All reports show there is no mold. There is a leak is in the squad room. Mr. Friel to follow up next week.

Surplus Equipment

Mr. Friel gave Mr. Bennett a list of what is left. Mr. Bennett to review this week.

New Business

2010 Budget Schedule

No schedule set at this time

Budget Committee meeting October 5, 2009.

Police Department Over-expenditures

Chief Consentino submitted a memo to the Board of Selectmen that the Police Department will be over-expenditure on the following budget lines:

Heating Oil - over \$1,500-\$2,000

Food - over \$500-\$600

Cruiser Maintenance - over \$1,800-\$2,200

Mr. Bennett made a motion to approve the Police Department over-expenditure of these three budget line items, seconded by Mr. Friel, carried unanimously.

Future Agenda

Area Selectmen's Meeting

Wednesday, September 16, 2009 @ 7pm in Chester at the Chester Municipal Building @ 84 Chester Street.

SBA Towers hearing

Meeting to be held September 21, 2009.

New Business

Budget

Mr. Bennett discussed the budget with the Chairman of the Budget Committee.

Mr. Bennett made a motion to direct all Department Heads to reduce spending by 2% for the balance of

the budget year, seconded by Mr. Friel, carried unanimously.

Mr. Friel stated if any department head feels they cannot live with the 2% they can come to the Board of Selectmen in the next two weeks to discuss.

Grant from the Energy Efficiency Committee

Mr. Friel made a motion to move forward with the grant application for the EPA portfolio manager small town carbon calculator, seconded by Mr. Bennett, carried unanimously.

Library

Requisition in from the library contractor looking for a payment of \$13,947, leaving a balance of \$3,000 for landscape issues. The Trustees voted to endorse the decision.

Mr. Friel made a motion that the Board of Selectmen sign off to authorize a check for \$13,947, seconded by Mr. Bennett, carried unanimously.

Old Business

Discussion of the library air conditioning system and inside electrical box. Mr. Friel stated Dave Weymouth has that information. Mr. Friel has a meeting on September 16, 2009 where he will get more information.

Sue Killam appeared before the Board of Selectmen regarding the developer of Blackford Drive regarding placement of light pole. She states the concrete is in the right of way. Mrs. Killam to contact the developer.

Chairman Childs made a motion to adjourn the meeting at 9pm, seconded by Mr. Bennett, carried unanimously.

Respectfully submitted,

Kristen J. LeBlanc

Fred J. Childs, Jr., Chairman

William G. Friel

William M. Bennett