

**Town of Atkinson  
Board of Selectman  
Regular Meeting 7:30 pm  
Monday, April 12, 2010**

**Open Regular Meeting:**

Chairman Friel opened the Regular Meeting of the Town of Atkinson Board of Selectmen at 7:30 p.m. on Monday, April 12, 2010, in the Atkinson Town Hall, and led those assembled in the Pledge of Allegiance. Chairman Friel announced Selectman Bennett would not be present due to illness.

**Approval of minutes from last meeting:**

Selectman Friel asked if there would be any changes to the April 5, 2010 Regular Meeting Minutes. Selectman Childs asked to postpone consideration of these minutes until the April 19, 2010 meeting.

**Members Present:**

W. Friel, Chairman  
F. Childs

**Others Present:**

P. Smith, Town Administrator  
T. Barbera, Chairman, Technology Comm.  
R. Cavalear, Town Clerk  
P. Mangini, Recreation Commission

**Department Heads:**

*Town Clerk*

Rose Cavalear asked the board to increase her Deputy Clerk hours from 30 hours to 35 hours per week. Chairman Friel asked Mr. Smith what the ruling was on part-time verses full-time employees. Mr. Smith stated that the Town Personnel Manual states that 35 hours or less is considered part-time. Selectman Childs stated that he did not approve of the increase in hours. Selectman Bennett via Chairman Friel asked that Ms Cavalear's work load has decreased over the past couple of years. Ms Cavalear stated that she does approximately 30 registrations per week and that in 2007 the registrations decreased approximately 120 registrations for the year. The Selectmen decreased the office hours by twenty (20) hours. Ms Cavalear stated that the office does other administrative duties such as dog licenses, agent fees, and research. Ms Cavalear stated that the Revenue has gone down because she believes the residents are buying cheaper cars. Selectman Bennett asked via Chairman Friel (through e-mail) what office task takes up the majority of the Clerk's office time to add man- hours? Ms Cavalear stated that registration, going through emails from the residents and the revenue has gone down but the

work load has remained the same. Ms Cavalear stated that she has gone to other Towns to see how they handle the office work loads.

Chairman Friel stated that they could take a vote or take it under advisement until Selectman Bennett could be available to review the request. Ms Cavalear asked to wait until Selectman Bennett was available.

**Chairman Friel made a motion to take expanded hours for the Town Clerk's Office under advisement until Selectman Bennett was present to vote. Selectman Childs seconded the motion. The vote was unanimous.**

#### *Highway Department*

Mr. Stewart was unavailable to give Road Agents report as he was attending a FEMA meeting.

#### *Recreation Commission*

The Board asked Ms Mangini to come and speak to the Board about the Concession Stand. Ms Mangini stated that there were some conflicts regarding rules and regulations for the vendor use of the concession stand. Ms Mangini stated that she, Paul DiMaggio and Kathy Thompson brought these issues before the Board on May 18, 1998. The Board took the list of regulations under advisement at the time and as such there are no actual regulations in place at this time. Ms Mangini also stated that there is no way for the Recreation to follow up on collections of the vendors required 10%. Soccer and Little League have been trying to run concessions and, due to lack of volunteers and having to bring items back and forth to the stand, the endeavor has failed. Ms Mangini would like the help of the Board to set firm rules and regulations and have a paid vendor run the concession stand. She would like this to be a trial run for the summer season and to see how it works out. The paid vendor would have coverage for seven (7) days and would have to have a million dollar liability policy. The other item the Recreation Department would like is to have the stand closed and replaced by a professional concessioner, which has always been a part of the original plan and due to the lack of revenue in 1996. This would also help in the vendor being able to leave things in the stand and not have to take with them every time. This would be a trial run so the Town and the residents could see the costs, and the needs of the residents. This vendor would also run the "Sun and Fun" program. The vendor would be responsible for the meal preparation and comply with the State guidelines. Ms Mangini stated that there are some monies for minor repairs in

the budget and that there would possibly be monies for purchasing small items that are needed. The first phase would cost approximately \$4,000. There are monies set aside in the professional services, budget line. Chairman Friel has concerns with the trash removal. Ms Mangini stated that vendors in the past have bagged the trash and left it in a designated area or an agreement could be made that the vendor hauls it away or it is placed in a dumpster. Chairman Friel also stated he has concerns about the utilities, to which Ms Mangini stated that it was different from the time when the Town used volunteers and when the vendors used to be responsible for it.

Chairman Friel also stated that Ms Mangini, through the RSA's, has the authority to hire a vendor or concessioner. Chairman Friel would like to have the Fire Department inspect the structure and note any areas that need to meet safety requirements. Ms Mangini stated that she would go to the Town with the plans outlining the changes and pull a permit. This way they would have the necessary inspections done. Mr. Innes asked the Board to make a motion that would enable the Recreation Department to get started regarding changing the current process.

**Chairman Friel made the motion to authorize the Recreation Commission to hire a vendor and/or concessioner as a trial for the 2010 summer season at the Pope Road Recreation Area, provided that all permitting and insurance guidelines are met. Second: F. Childs. Vote: 2/0/0.**

Ms Mangini made the following announcements:

- Opening day for Little League is to be held on Sunday May 2, 2010;
- Tennis Courts will be sealed and painted the first week in May - dates TBA closed Tuesday - Thursday of the week. This process is done every 5-6 years;
- East Road - Ms Mangini met with Civil Engineer D. Quintal, Civil Construction Management, to prepare bid packages;
- Red Sox Tickets - Thursday May 27, 2010 - 14 tickets left
  - Monday, August 23, 2010 - 25 tickets left, the cost is \$62.00 each and includes the bus and ticket
- Spring Town-Wide Beautification Week begins Saturday, April 17, pick-up bags and tee shirt at the Community Center between 8 am - 10 am. Looking for help on Main Street;
- Atkinson Women's Civic Club is hosting a Antique Appraisal Show on Saturday, April 17, 2010 from 9am - 2pm at the Atkinson Community Center

- Friends of Recreation - Buffet Dinner for a new stove on Saturday, April 24, 2010, from 4:30 PM to 7:30 PM - Tickets are \$10.00

Friends of Recreation have applied for a 501.3C. Chairman Friel asked while it's pending where do the monies go and asked Ms Mangini to ask Terri Knowles in the Attorney General 's Office for an answer.

- Foxwoods Casino Day Trip – Tuesday, April 27, 2010 leaves at 7:00 am;
- Life Screening - Friday, May 7, 2010 4 tests for \$139. These tests test for stroke, vascular disease, Heart Rhythm package and do some bone test. N. Yoshida-Travers has a \$10 off coupon if anyone is interested;
- Fishing Derby- Saturday, May 8, 2010 at the Atkinson Community Center sign in is at 7:30am and starts at 8:00am;
- Atkinson Town Wide Yard Sale – Saturday, May 8, 2010 8 am - 2pm;
- Atkinson Lion's Bean Supper – Saturday, May 8, 2010 5 -7 pm Atkinson Community Center;
- Atkinson Lion's Citizen of the Year - May 16, 2010;
- 10th Annual New Hampshire Conference of Aging Thursday May 27, 2010 cost \$20 at the Radisson in Manchester this includes lunch and speakers;
- Atkinson Memorial Day Parade - May 31, 2010.

Ms Mangini announced that she is stepping down as Chair person for six (6) months for personal reasons and Mr. Bill Innes will be the acting Chairperson.

#### *Technology Committee*

Todd Barbera with IT issues was asked to appear before the Board.

Mr. Barbera wanted to give an up-date of the IT situation. UniFund, which provides the financial software, has informed the Town that the Sequel Server is out dated and the Town needs to upgrade or UniFund would no longer provide support. The upgrade would be approximately \$2,400, the line budget has \$3,000, and upgrade would include the Sequel Server license, installation/migration. This total included purchasing a couple of new PC's. One PC is scheduled to go to S. LaVallee in Bookkeeping and one to replace Chief M. Murphy's PC at the Fire Station. Mr. Murphy has the oldest PC in Town. The migration will happen with the new

PC while Sandra works on her old one and then the switch will take place, so that there isn't any down-time.

Mr. Barbera stated that the IT Committee has been made into a permanent committee and that there are four (4) officers named: Chairman, Vice-Chairman, Secretary and Treasurer.

Chairman Friel stated that, as a new committee, the members need to be sworn in and that the Board needs to appoint the members to the positions.

**Chairman Friel made a motion to elect Todd Babera, 3 years, Bill Innes, 3 years, Thomas Cannon, 2 years, Wendy Barker, 2 years and George K. Anthanasiou for 1 year. Selectman Childs seconded the motion. The vote was unanimous.**

Reviews with First Choice have been good with regards to Town personnel and the service provided. First Choice has finished the server consolidation. Clerk Works was on the old town server and when they were moved to the Windows Server there has been a noticeable difference. Ms DeSimone's server issue has been resolved as well. Mr. Smith's computer only had 512MB of memory and for sixty-seven (\$67) dollars the addition memory has resolved the issue of a slow computer. Also, addition memory was ordered for the fire department laptops which were also at 512 MB. First Choice has met with the police and fire departments to address their needs, as they are using 2003 software.

Chairman Friel asked about the contract with First Choice and if the Town has gone over the allotted amount and or provisions of the contract, according to Mr. Barbera the only overage was a couple hundred dollars and it was taken from the discretionary budget line item. Regarding the Town Website, Wendy Barker has meetings scheduled to review the websites for all the Town entities. Wendy is going to monitor the site for the first couple of months. Built into the contract are updates for website.

Mr. Barbera is looking into email archiving solution that will keep up to 10 years of emails. Emails are currently being photocopied and put into a binder. The cost would be approximately \$45 a year, per user.

Thomas Cannon is leading the ACTV/Computer Room Project. The first step is to look into document management. There is a policy needed to find how long (time wise) documents need to be maintained. The retention policy is set up for the town. Protocol is 3 years generally and Historical is yet to be determined. The second part is looking into a document management solution by scanning them and storing them off site. The software was approximately \$13,500. This includes the scanning and that would be an additional cost. The total is approximately

\$15,000, also allowing on-line access. The storage costs for 300-400 boxes are approximately \$2,000. Mr. Barbera asked what the process would be once the preliminary part is completed. Chairman Friel stated that the committee would present to the Board a formal RFP and then it goes to public bid on the committee's recommendations.

**Assessing:**

*Abatements:*

Map/Lot	Address	Rod's Rec.	
000013-000094-000037	16 Quimby Lane	\$139.68*	2008
000013-000094-000037	16 Quimby Lane	\$142.97*	2009
<b>TOTAL</b>		<b>\$282.65*</b>	

\*plus interest

Chairman Friel asked if it was normal to have abatement for two fiscal years. Selectman Childs stated that it doesn't happen very often but in this case there is a 2008 appeal pending before the Bureau of Tax and Land Appeals (BTLA). Assessor R. Wood went to the property and made the changes indicated.

**Chairman Friel made the motion to approve an abatement for 2008 in the amount of \$139.68 plus interest, and for 2009 in the amount of \$142.97 for 16 Quimby Lane (Map 13 Lot 94-37). Selectman Childs seconded the motion and the Board voted two in favor.**

*2010 Elderly Exemptions:*

Map/Lot	Address	Rod's Rec.	
000010-000007-00092A	5 Balsam Court	Deny	Over limit
000011-000021-000000	46 Westside Drive	Grant	
000003-000015-000000	10 North Broadway	Grant	

**Selectman Childs made the motion to deny the request for the abatement of Map 10 lot 7/9A since it exceeded the income limit. Chairman Friel seconded the motion and the Board voted two in favor.**

**F. Childs made the motion to grant Elderly Exemptions for 46 Westside Drive (Map 11 Lot 21) and for 10 North Broadway (Map 3 Lot 15). Second: W. Friel. Vote: 2/0/0.**

*2010 Veterans' Tax Credit:*

<b>Map/Lot</b>	<b>Address</b>	<b>Rod's Rec.</b>
000007-000031-000000	49 Providence Hill Road	Grant
000010-000057-000000	7 Crystal Hill Road	Grant
000011-000021-000000	46 Westside Drive	Grant

**F. Childs made a motion to grant Veteran's Tax Credits to 49 Providence Hill Road (Map 7 Lot 31), 7 Crystal Hill Road (Map 10 Lot 57) and 46 Westside Drive (Map 11 Lot 21). Second: W. Friel. Vote: 2/0/0.**

### **Town Administrators Report:**

#### *Road Bond Release*

From a letter dated April 9, 2010 to the Board of Selectman from E. Stewart for:

The following roads were accepted by the 2010 Town Meeting on March 9, 2010 - Carriage Chase Lane and Little Rob Road.

#### **Carriage Chase Lane**

Per the January 18, 2010 letter from Steven Chabot, Project Engineer for Keach-Nordstrom Associates Inc., all of the roadway improvements have now been complete in accordance with the plans approved by the Atkinson Planning Board. It is my recommendation that the December 31, 2010 balance of \$13,908.87 plus interest now be returned to Carriage Chase Estates, LLC.

**Chairman Friel made a motion to authorize the Treasurer to release the balance of money in the passbook account for the completion of Carriage Chase Lane and Little Rob Road, plus interest, to Carriage Chase Estates, LLC. Second: F. Childs. Vote: 2/0/0.**

#### **Little River Lane**

Per the January 18, 2010 letter from Steven Chabot, Project Engineer for Keach-Nordstrom Associate Inc., there were two obstacles to completion of the proscribed work:

1. A dumpster in the cul-de-sac, which has now been removed and the area seeded; and

2. Landscaping a large rock had altered the shoulder drainage between Lots 33-1 and 33-2

I have since checked and both conditions have been satisfactorily remedied. Therefore, I am recommending that the 10% balance of \$14,776.96 plus interest be returned to Heyland Development, LLC.

**Chairman Friel made a motion to authorize the Treasurer to release the balance in the passbook guarantee for Little Rob Road, plus interest, to Heyland Development, LLC. Second: F. Childs. Vote: 2/0/0.**

Hemlock Heights (Valcat)- actions is still pending a Superior court decision.

Interrogatories are being addressed. Town Counsel is reviewing and preparing interrogatories on behalf of the Town.

Purvis Assessing Contract will be settled by next Board meeting.

Binders are complete for the SBA Towers II V

Bid Proposals for the Police Generators have been sent out. There have been approximately 7 handed out.

Credit Card Options has been reviewed at last meeting.

Chairman Friel asked if Mr. Smith received any response back from Primex or Consentino in regards to the credit card option. Mr. Smith will make a call to Primex.

Winslow Drive- Mr. Smith generated a letter to the responsible parties stating that the Town is not responsible as it is not Town property.

### **Old Business:**

E-911- Chairman Friel has given copies to both Selectmen Childs and Bennett. Selectman Childs has returned his copy with corrections. Selectman Bennett will be given more time as he has been ill.

Bidding Policy-

An older bid process was found from 1996 regarding the Highway Advisory Committee and the road agent.

Chairman Friel would like to expand on this proposal and make it a Town wide all generic bids over \$5,000 go out to "Official Bid" and requiring a minimum of three (3) estimates and advertising in two (2) places as required.

**Chairman Friel made the motion to authorize the placement of the bid process to be made Town wide. That any bid over \$5,000 go out to "Official Bid" and require a minimum of three (3) estimates and to be advertised in two (2) places as required. Selectman Childs seconded the motion and the Board voted two in favor, with Selectman Bennett absent to deny the request of accepting the motion.**

### **New Business:**

Govern Lynch is appearing at Brookstone on April 15 8-9:30am

Chairman Friel would like Mr. Smith to follow up with Mr. Stewart and Stantec in regards to issues at 37 Maple.

Chairman Friel would like Mr. Smith to contact Mr. Richard Smith of the Conflict of Interest Committee advising him that the Board of Selectman hasn't any authority in the matter of appointing or ruling over the committee regarding appointments/resignations under the ordinance. Mr. Smith will need look into how the appointments will need to be handled. Chairman Friel wanted to thank the members who resigned, for their service to the committee.

### **Future Agendas:**

4/16 Timberlane Community Band 10th Anniversary Spring Pops Concert/Dinner/Silent Auction as the Atkinson Resort and Country Club at 6:00 p.m. dinner is at 7:00 p.m. This event is to benefit the Timberlane Community Band Scholarship Fund and Timberlane Performing Arts Center. Tickets are \$35.00 p/p and can be purchased before the event by calling Rick at (603) 898-4959 or by visiting [www.Timberlanecommunityband.org](http://www.Timberlanecommunityband.org)

4/18 Code Red Demonstration is at 10:00 a.m. at the Town Hall. Cancelled.

4/24 Recreation Committee and the Lions Club is holding a Buffet Supper at the Community Center donations are for a new stove. \$10.00 for admission and raffles are to be held as well.

5/01 Selectman Institute scheduled LGC

5/08 Haz-Mat Day hosted by Plaistow 9:00 a.m. - 12:00 p.m. at the New Plaistow Recreation Field on Old Town Road.

**Adjournment:**

**Chairman Friel made Motion to adjourn the April 5, 2010 Meeting of the Town of Atkinson Board of Selectman at 8:42 p.m. Selectman Childs seconded the Motion and the Board voted unanimously to adjourn.**

Respectfully submitted by Patricia Power

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William G. Friel, Chairman

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William M. Bennett

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Fred J. Childs, Jr