

*Town of Atkinson
Board of Selectmen
Regular Meeting Minutes
Monday June 21, 2010*

Chairman Friel opened the Regular Meeting at 7:34 p.m. in the Atkinson Town Hall and led those present in the Pledge of Allegiance.

Members Present

W. Friel, Chairman
W. Bennett
F. Childs

Others Present

P. Smith, Town Administrator
T. Barbera, Chairman, Technology Committee

Approval of Minutes

Public Hearing, June 7, 2010

W. Bennett made the motion to approve the minutes of the Public Hearing of June 7, 2010, as submitted. Second: F. Childs. Vote: 3/0/0.

Mr. Bennett requested more time to review the minutes. Mr. Friel stated that the Regular Meeting minutes of June 7 and June 14 would be reviewed at the next meeting on Wednesday June 30, 2010.

Bids

Energy Audits

Mr. Friel read the 13 energy audit bids received, to conduct energy audits for town buildings, into the record. Mr. Friel asked Mr. Smith to forward the bids to the Energy Efficiency Committee for review and comment. Mr. Bennett asked that Michelle Veasey, Energy Efficiency Committee Chairman, attend a meeting for her opinion on the companies and services, as well as the range in bids.

East Road Recreation Area – Phase II

Mr. Friel read the two bids received for the East Road Recreation Area Phase II project into the record. He noted that both bids exceeded the \$80,000 limit the town had appropriated. The bids were \$94,615 and \$102,000 respectively. Mr. Friel asked if Dennis Quintal, P.E., of Civil Construction Management, Inc. had reviewed the bids. Mr. Smith replied that the engineer had not reviewed the bids as the bids were received that day. Mr. Friel asked Mr. Childs to confirm that the \$80,000 was raised and appropriated from the capital reserve budget and of that \$80,000; \$25,000 would be from a donation. Mr. Childs said that that was correct. Mr. Friel asked if the money could be held over until next year. Mr. Childs said yes. Mr. Bennett suggested the companies be notified that the bids were unrealistic in this economy. Mr. Friel requested the bids be sent to the engineer and the recreation department for review and comment. Mr. Smith agreed to do so.

Mr. Friel said that he looked into the 2010 Recreation Warrant Article (#2010-21) and noted that if the money wasn't spent, it would lapse to the Undesignated Fund Balance at the end of the year because it was not a withdrawal from a Capital Reserve account. He said the money would need to be encumbered by contract for it to be carried over into 2011. He also noted that the \$25,000 donation was never received.

Appointments

Mr. Friel stated that Paul Dimaggio and Michael Turell had applied for appointment to the Rockingham Regional Planning Commission. Mr. Bennett thanked the applicants for stepping up to the task.

W. Bennett made the motion to appoint J. Paul DiMaggio and Michael Turell to represent Atkinson on the Rockingham Planning Commission, such terms to expire in April 2011. Second: F. Childs. Vote: 3/0/0.

Town Administrator's Report

Mr. Friel made a request to have the Administrator's report forwarded to the Board ahead of time.

2005 Ford Crown Victoria

Mr. Smith said that the former Elderly Affairs' vehicle will go to auction on Wednesday, June 30th.

Department Workshop

Mr. Smith indicated that there will be a meeting with department heads for a workshop on June 23rd at 4 PM. Mr. Bennett said he thought it would be a good idea to invite other town employees to the workshop, who may not be department heads but had someone reporting to them.

Employee Handbook

The revisions to the employee policies were still being worked out. Mr. Smith said that Barry Cox would submit a draft for the Board's review, as requested by Chairman W. Friel previously.

Personnel Rates

Chairman Friel made a request to add personnel rates as a discussion item on the Area Selectmen's Meeting. Mr. Friel requested information on personnel rates be sent to surrounding towns for comparison and asked Mr. Smith to provide this for future discussions.

Postage Machine

Mr. Smith evaluated the postage machine contract and said that the current provider was the best deal. He provided a comparison sheet of providers to the Board and had asked the members to review it. Mr. Smith summarized stating that the town pays \$128 per month with the current provider and that several other companies were more expensive for one reason or another, such as ink costs. He also stated that leasing was better than purchasing. Mr. Friel asked if a two pound scale would be a better option. Mr. Smith said that it would be better to stay with a five pound scale. Mr. Friel also asked if this would be a new 60 month contract. Mr. Smith replied yes. Mr. Bennett asked if there was language in the contract that allowed the Town to reconsider for technology changes as he thought 60 months was a long time. Mr. Smith replied that the contract included upgrades and maintenance as did the previous contract. Mr. Friel stated that he would feel comfortable voting on the contract pending review of it. Mr. Bennett asked Mr. Smith to provide the contract to the board.

Proposals

The liability carrier contract proposal by Local Government Center (LGC) was still pending, as were the updates on the Wireless Carrier proposals. Mr. Smith stated that the liability contract rates were due out in July. Mr. Bennett added that as long as the rates were received by September that would be okay.

Trinity Ambulance Service

Chris Dick of Trinity Ambulance had contacted him to reassure the town that all Trinity employees had current and valid certifications. He noted that the call was in response to recent issues brought out by the media about fraudulent re-certifications of Emergency Medical Service (EMS) personnel. Mr. Bennett said that it was good to have the reassurance for the town and its citizens.

Department Reports

Mr. Smith read the Mosquito report summarized by Kim Foss from Municipal Pest Management Services, Inc. Mr. Smith indicated that a chart was also provided. Mr. Smith gave updates and highlights of additional departments as summarized in the Town Administrators report including the IT Committee, Kimball Library, Police Department, Recreation Department, Tax Collector's Office, and Town Clerk's Office. Upon highlighting the Town's police calls and reports, Mr. Bennett asked if the calls were reported and noted in the local newspaper. Mr. Smith said he was not sure. Mr. Bennett requested that Mr. Smith check with Chief Consentino. Also, after the report of the Tax Collector's office, Mr. Smith added that he did discuss the rate of the June tax collection with Debra Desimone, Tax Collector, and indicated that the Town had been receiving payments and were in good shape for the July 1 Timberlane Regional School payment of \$1,226,000 with the revenue coming in.

Old Business

Summer Meeting Schedule

Mr. Smith provided the board with a revised summer meeting schedule.

Collective Bargaining Agreement

Mr. Friel asked Mr. Bennett for an update on the status of the Police Collective Bargaining Agreement. Mr. Bennett stated that he did not know when the group would be meeting next but said that Articles 10 and 12 were fine except for clarifying the disclaimer of the actions of the Legislative Body.

Conference Fees for Energy Efficiency Committee

Mr. Childs stated that there were sufficient monies in the education account for the Energy Efficiency Committee to attend conferences.

F. Childs made the motion to allocate up to \$100.00 from the Selectmen's Education and Conferences account (A/C #40.41301.850.00) for the Energy Efficiency Committee to attend conferences. Second: W. Bennett. Vote: 3/0/0.

Highway Department

Mr. Friel asked Mr. Smith to check with Road Agent E. Stewart concerning the document reviews with the Federal Emergency Management Agency (FEMA) for reimbursements from the last storm. He stated that they should be reviewed and sent back to FEMA so that the deadline would not be missed.

Mr. Friel said he was still waiting to hear from the Department of Revenue regarding whether or not it would be necessary to rebid the crack sealing work since there is \$12,000 worth of work budgeted.

There is still no resolution to the surcharge for asphalt.

Mr. Smith added that the brush on the road sides around town was being cut. He noted that this was a recent concern from residents.

The Board asked about the proposal from the Town Engineer, Stantec Consulting Services, Inc., regarding engineering solutions to storm-damaged/vulnerable roads in Town. Mr. Friel asked Mr. Smith to contact Mr. Stewart to attend a meeting to give an update on that proposal.

Library Signage

Mr. Friel asked if the Library signage issue was resolved and moving forward. Mr. Bennett stated that Building Inspector R. Jones was supposed to have revoked the permit for the proposed sign, and that the Library Trustees would either attend a Zoning Board of Adjustment or Board of Selectmen's meeting to discuss it. He stated that the Library could appeal the decision through the Board of Selectmen. He asked Mr. Smith to follow up with Library Trustee Chairman A. Phair.

Police Station Generator Installation

Mr. Friel asked Mr. Smith if he had heard anything further concerning the installation of the generator at the Police Station. Mr. Smith said that the work had been delayed because of the electrician's busy schedule. Mr. Friel asked Mr. Smith to follow-up on the matter and to push it to the forefront.

Timberlane Performing Arts Center (PAC)

Mr. Friel asked Mr. Smith to follow-up on the availability of the Performing Arts Center for the 2011 Deliberative Session.

2010 Water Metering Article

W. Friel said that he had received a response to the letter sent to The Pennichuck Water Company, and it was determined that Pennichuck did not fall under the water metering guidelines. There has been no response from the Hampstead Area Water Company to date, and W. Friel asked P. Smith to send another letter to that company requesting compliance.

New Business

Annual Report Inclusions

Mr. Bennett said he felt that any entity that was created by the Town should be included in the Annual Report. Mr. Friel said he thought the Board had already voted on the matter at the last meeting.

Pay Rates

Mr. Friel stated that he gave the Board members a copy of the updated pay rates and briefly highlighted the revisions. He said that the pay rates would be discussed at the upcoming Area Selectmen's Meeting on June 29 in Newton, NH.

Sun 'n Fun

Mr. Friel asked for clarification of proposed pay raises for the counselors. Mr. Childs stated that he thought the Town would not be moving forward with raises. Mr. Friel said that one of the documents had indicated rate increases and two additional positions that the summer program did not have last year. Mr. Childs stated he would check with Sandra LaVallee, the Town's bookkeeper.

Technology Budget

The Board expressed concern about the Technology Committee's budget and its control. Mr. Friel asked Mr. Smith what the spending authorization policy was. Mr. Smith said that any amount over \$500 needed administrative approval and anything over \$1500 would need a Selectman-Liaison approval. Mr. Friel stated that he did not think that the Technology Committee had control over the Computer Budget. He said he thought the Committee could manage the budget, but did not have the authority to expend monies without appropriate authorization. Mr. Bennett stated it was probably just a misunderstanding of what the authority was.

Mr. Barbera stated that he wanted to address the Board to clarify the discussion relevant to the Technology budget. Mr. Barbera stated that it was his understanding that the Committee acted as a proxy. Mr. Friel reiterated the difference between managing and expending monies from an operating budget.

Mr. Bennett asked about the cost of the upgrades. Mr. Barbera stated that the cost had been for computers purchased, not upgrades. He said that the laptop computers were \$800 each. Mr. Bennett asked if there were plans for further upgrades. Mr. Barbera said that the computers currently ran on Windows 7, and Office 2010 was out now. Mr. Bennett asked how many licenses the Town had and if Microsoft could provide that information. Mr. Barbera said that all 5 of the Office licenses were found in the files. He said that Microsoft would not necessarily know the number of licenses if bought and sold by a reseller. Mr. Bennett raised concern about the security of the licenses and asked that the licenses be secured for the future. He also added concern about the cost of the new laptop computers, stating that the Committee needed to find a way to drop the cost from \$800 to \$500 per unit. Mr. Barbera indicated that an \$800 computer would last longer than a \$500 computer (2 yrs vs. 5 yrs) and that a 5-year unit was a much better investment. He also stated that a \$500 computer wouldn't necessarily come with the needed software and antivirus protections. Mr. Bennett asked Mr. Barbera to review options once more to find a way to decrease costs.

Mr. Bennett then asked about the program Open Office and if Mr. Barbera had experience using the program. Mr. Barbera said that he had used the program but felt there were limitations to it. Mr. Bennett stated that he had never used the program, but that it should be considered. Mr. Bennett also suggested that the public offer an opinion on the program. Mr. Friel commented that if there were limitations to the program, that he wasn't sure of its worth.

Website

Mr. Friel asked Mr. Smith to place the Street Renumbering and Renaming Ordinance on the website. He also noted that Town contact and Department information was not up to date and stated that e-mail addresses should be posted as well.

Adjournment:

W. Bennett made a motion to adjourn the June 21 Regular Meeting of the Atkinson Board of Selectmen at 8:58 PM. Second: F. Childs. Vote: 3/0/0.

Future Agenda

6/23/10 – Department Workshop Town Hall 4 PM

6/28/10 – Comcast Leaders & Achievers' Scholarship Award Manchester 6 PM

6/29/10 – Area Selectmen's Meeting Newton Town Hall 7 PM

6/30/10 – Rockingham Community Development Block Grant Public Hearing Town Hall 7 PM
Regular Selectmen's Meeting Town Hall 7:30 PM

9/11/10 – P. Consentino Dinner Atkinson Community Center 5 PM to 7 PM (\$8/person)

Respectfully submitted by Alison McKay

William G. Friel, Chairman

William M. Bennett

Fred J. Childs, Jr.