

*Town of Atkinson  
Board of Selectmen  
Department Meeting  
Wednesday June 23, 2010*

**Open Meeting:**

Chairman W. Friel opened the Department Meeting at 4 PM in the Atkinson Town Hall.

**Members Present:**

W. Friel, Chairman  
W. Bennett  
F. Childs

**Others Present:**

W. Ashford, Plumbing Inspector  
T. Barbera, Technology Committee Chairman  
R. Cavalear, Town Clerk  
D. Childs, Cemetery Trustee  
P. Consentino, Police Chief  
D. DeSimone, Tax Collector  
D. Heer, Library Director  
R. Jones, Building Inspector  
S. Killam, Planning Board Chairman  
J. Kirsch, Code Enforcement Officer  
S. McKeen, Asst Electrical Inspector  
M. Murphy, Fire Chief  
D. Paquette, Budget Committee Chairman  
P. Smith, Town Administrator  
E. Stewart, Road Agent  
D. Weymouth, Maintenance Supervisor  
D. Williams, Cable Station Manager  
N. Yoshida-Travers, Recreation Director

**Town Administrator:**

*Submissions for the Town Administrator's Report*

Town Administrator P. Smith asked departments to submit weekly reports electronically, using Times New Roman, 12-point font as follows:

Department  
Reporting Party  
Date of Coverage  
Summary of Events.

Submissions are due to the Town Administrator by 2 PM on the Wednesday preceding the Selectmen's meeting.

P. Smith then recommended that Department Heads appear before the Board of Selectmen on a scheduled basis. The consensus was that information could be transmitted via the Town Administrator, or that one could schedule with the Town Administrator to appear before the Board at a Regular Meeting under Department Heads.

*Employee Performance Evaluations*

P. Smith reminded all departments that personnel evaluations are due annually on all employees. He distributed evaluation forms from Derry, Derry Fire Department and Salem, in addition to a copy of Atkinson's form, and indicated that the final form for Atkinson would be available electronically, however to be filed on paper. W. Friel said he would develop a schedule of who would be handling the evaluations on whom, and when the evaluations would be due, adding that, by staggering the evaluations throughout the year, the Board of Selectmen will be able to more fully consider the merit of each position.

*Communication with the Town Attorney*

Town Administrator P. Smith reiterated the Town's policy that any communication with the Town Attorney must have permission from the Board of Selectmen. W. Friel added that the Planning Board and Zoning Board of Adjustment may get prior authorization from the Town Administrator.

*Part-Time Employees*

At the Regular Meeting of the Board of Selectmen on June 14, 2010, the Selectmen voted to define a Part-Time Employee as "...one who works less than thirty-six (36) hours per week and who is retained with the expectation that employment is for one (1) year or more."

Cemetery Trustee D. Childs asked if there were a difference between a part-time employee and a seasonal employee. Her concern was that some seasonal employees may work as many as 60 hours per week during specific periods of time, and not at all during others have (eg. raking cemeteries, shoveling snow, summered counselors, etc.). W. Friel said he would get clarification from the Department of Labor and distribute it to all departments.

*Employee Policies*

P. Smith said that the Local Government Center (LGC) is evaluating the Town's Policies. Technology Committee Chairman T. Barbera asked if our Information Technology Policy was part of the Policies. P. Smith said he would send a copy of both the existing and the proposed policies as addenda.

*Department Meetings*

Town Administrator suggested that department meetings be held monthly. Road Agent E. Stewart said that had been tried in the past and the interest diminished over a short period of time. He recommended a quarterly meeting. Tax Collector D. DeSimone asked that the meetings be held other than on Monday nights. The consensus was that the fifth Wednesdays would be the least intrusive with other Town functions. It was agreed that the next Department Meeting would be held at 4 PM, Wednesday September 29, 2010.

*Pay/Equipment Rates*

W. Friel announced that the Board of Selectmen was reviewing the pay and equipment rates for the 2011 budgets. E. Stewart asked that the Town establish a fair base rate within the Town. He added that if some positions were at the bottom of the regional scale, there are inconsistencies in the pay rates.

**Building Inspectors/Code Enforcement:**

Code Enforcement Officer J. Kirsch asked about the nature of the proposed reorganization of the Building/Planning Department, and questioned whether or not the current Inspectors' input would be considered. W. Friel said that the Board was looking into a number of options.

Planning Board Chair S. Killam noted that there was an enforcement gap in the site plan process: no one is responsible to assure compliance with plans once the Planning Board has signed off on them. The Board of Selectmen stated that they are addressing the issue.

**Cable TV:**

Station Manager D. Williams said he was in the process of developing new policies and procedures, and a new operations' manual for the Town's cable stations. Those currently in place are the original ones from the 1980's.

**Highway Department:**

Road Agent E. Stewart asked the Board of Selectmen if there could be a standardized "turn-around" time and procedures for bids, to avoid awarding bids too late in the year to perform the work. W. Friel asked the departments to submit a list of items which are bid annually.

**Kimball Library:**

Library Director D. Heer informed the Board that the Library's summer programs were beginning, with pre-kindergarten to 5<sup>th</sup> grade, and 6<sup>th</sup> grade through high school during the day, and adult programs in the evening. The details of the programs are on the Library's web site. She added that the "Homebound Service" also continues to be well-received.

**Recreation Commission:**

Recreation Director N. Yoshida-Travers told the Board that there were 17 counselors for Sun 'n Fun this year, two less than last year due to decreased enrollment, and that all seventeen completed the Red Cross First Aid Program this year.

N. Yoshida said the Recreation Commission was hoping to start a Farmers' Market at the Community Center. She said that there would be no charge for Atkinson residents to participate. S. Killam suggested that Recreation should check with the Department of Agriculture since prepared products such as pickles, jellies, baked goods, etc., are tightly regulated. Fresh produce is not as tightly controlled. W. Bennett added that he has requested two copies of LGC's "Special Events Planning Guidebook" which may be of assistance.

**Technology Committee:**

Chairman T. Barbera noted that all incoming and outgoing Town Hall e-mails are now being automatically archived for the purpose of the Right-to-Know Law (RSA 91 A).

W. Bennett added that the computers are Town equipment, and the Board of Selectmen has the managerial right to look at Internet histories, browsers, etc. T. Barbera added that postings (such

as Craig's List, Twitter, Facebooks, blogs, etc.) can be a liability to the Town. Library Director D. Heer, noted that many libraries have a disclaimer on all outgoing emails.

. T. Barbera said that disclaimers do not necessarily protect the Town, that they are similar to Hold Harmless agreements. Selectmen Bennett stated "Hold Harmless Agreements" are still legally useful.

**Tax Collector:**

D. DeSimone said that she is working with Avitar (the Town's property tax software provider) to permit the Town to electronically accept money over \$500,000 in payment of property tax bills.

**Background Checks:**

Library Director D. Heer asked the Selectmen if there were a policy concerning background checks for adult volunteers. Recreation Director N. Yoshida said she requires background checks on everyone over the age of 18. Police Chief P. Consentino said that background checks are required on all Police personnel, but that Criminal Background Checks must be requested through the State Police and paid for by the requestor. Fire Chief M. Murphy said he requires Criminal Background Checks from all prospective members of the Fire Department. If an individual is accepted, the fee is reimbursed. W. Friel added that the Department of Labor requires that the town pay for the background checks. W. Bennett added that the Town is responsible for "bad acts" and personal injuries. P. Smith was asked to check with LGC concerning a recommended policy/procedure for background checks.

**EPA Paint Certification:**

Planning Board Chairman S. Killam asked if the Town would be requiring certifications from contractors regarding work on pre-1978 construction. W. Friel said that the regulation seemed to be an unfunded mandate. Fire Chief M. Murphy suggested that the Town must perform due diligence and should ask for certifications, although there is no vehicle for enforcement. W. Friel responded that he would discuss this with other selectmen and Atkinson's Board would then decide.

**Adjournment:**

**F. Childs made a motion to adjourn at 5:45 PM. Second: W. Bennett.  
Vote: 3/0/0.**

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William G. Friel, Chairman

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William M. Bennett

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Fred J. Childs, Jr