

*Town of Atkinson  
Board of Selectmen  
Monday July 12, 2010*

**Open Meeting**

W. Friel opened the Regular Meeting of the Atkinson Board of Selectmen at 7 PM on Monday, July 12, 2010, in the Atkinson Town Hall, and led those assembled in the Pledge of Allegiance.

**Members Present**

W. Friel, Chairman  
W. Bennett  
F. Childs

**Others Present**

P. Smith, Town Administrator  
D. Hammond, 2A Coventry Road  
M. Kelleher, E911  
P. Mangini, Recreation Commission  
R. Marvin, 2B Washington Road  
E. O'Neill, 2A Washington Road  
N. Yoshida-Travers, Recreation Director  
S. Zalenski, E911 Supervisor

**Public Hearing – Washington Road**

**W. Bennett made the motion to open the Public Meeting at 7:07 p.m. in the Atkinson Town Hall Second: F. Childs. Vote: 3/0/0.**

Mr. Friel explained that the purpose of this Public Hearing was to get input from residents concerning the proposed re-numbering of Washington Road and re-naming a portion of a driveway off of Washington Road (known as 2a and 2b currently). He introduced Michael Kelleher and Stacey Zalenski, representatives from E911, and asked them for their input and recommendations.

Mr. Kelleher explained that the entire Town was mapped using global positioning satellites (GPS), based on driveway access points from the road. The existing house-numbering system is lot-based, leaving no room for additional address numbers. In the case of Washington Road, a re-numbering with a 50' increment was recommended with odd numbering on the left side and even numbering on the right. Mr. Friel asked about re-naming the driveway as previously discussed. Mr. Kelleher responded that this was not recommended as the only time that a driveway should be named was if there were three or more structures off of the driveway. Mr. Kelleher said that if there were less than three structures on a driveway that could not be seen from the road and a matter of safety concern, the decision to rename the driveway would be left up to the Town. He said that the best option would be to renumber 2A & 2B Washington Road to 4 and 6 and increasing respectively as you travel up the road.

**Mr. Friel opened the floor to public comment.**

Eugene O'Neil of 2A Washington Road said that although he recognized the issue of safety, he thought that the re-numbering was not practical and feasible. He recommended a renumbering of 0 and 1 Washington Road since there were wetlands on the opposite site that would prohibit future development. In that way, only two street numbers had to change and not the entire Street, which was a simplified solution.

Robert Marvin of 2B Washington Road said he concurred with Mr. O'Neil's statement. He said that he had no issue with Mr. O'Neil's recommendation and added not to make a change for anybody else.

Peter Gleason of 2 Washington Road said that while he appreciated his neighbor's recommendation and concern, the recommendation could still be a safety concern with the 0/1 numbering system.

Mr. O'Neil added that the anomaly was that it was a shared driveway. He said there was a Town wide issue with numbers not on the streets necessarily, but on the houses themselves in which one would have to drive up the driveway in order to know the house number/street address. He said that A and B was very confusing, but marking the houses as 0 and 1 at the entrance of the driveway and leaving the rest of the street numbers as they were was a better solution. He added that it would never be an ideal situation however.

Dave Hammond of 2A Coventry Road said he was appreciative of everyone's comments. He added that the state had empowered a body of communication, The NH Bureau of Emergency Communication, who administered the E911 across the state. He suggested contacting this regulatory agency for guidance and recommendations. Ms. Zalenski said she concurred with Mr. Hammond's recommendation.

Mr. Kelleher explained that by using the 0/1 solution, an odd number and a 0 would be used. He said that a 0 was not normally used and was not used in a normal numbering system but in this case, the best solution.

Mr. Bennett asked the residents if there was an objection to naming the driveway. Mr. O'Neil said it was their private driveway and didn't recommend it. Mr. Bennett suggested placement of a street sign indicating a private way. Mr. O'Neil also said he was opposed to the suggestion and said he didn't think the Town had a right to do that. He added that renaming streets was one thing, but that renaming driveways was another and it would be very confusing. Mr. Childs added that he agreed with Mr. O'Neil on the property rights issue.

Mr. Marvin asked for clarification on E911's recommendation again. Mr. Kelleher explained. There was some discussion on which house was seen first vs. which one was seen from the road first because it was confusing.

Mr. Friel asked Mr. Smith to provide Mr. Kelleher and Ms. Zalenski with the checklist for Woodlock Park Lane.

**W. Bennett made the motion to close the Public Hearing. Second: F. Childs.  
Vote: 3/0/0.**

**Approval of Minutes**  
None to review.

**Bids/RFP's**

*Town Hall Repairs*

Mr. Smith submitted an Executive Summary of the proposals received for the Town repair work (Fire Station roof, Town Hall back door, Town Garage overhead door, and Police Station door) (copy attached). Mr. Friel asked Mr. Smith to forward the proposals to forward the proposals to D. Weymouth, Maintenance Supervisor, for his review.

*Town Hall Circulator Pump*

Mr. Friel asked about the Town Hall circulator pump proposals. Mr. Smith said that he received the following quotations for the work (copies attached): Lemar HVAC Inc. for \$2,765, Stroger's HVAC LLC for \$7,336 and Uptack Plumbing and Heating for \$32,600. There was some discussion to whether a time clock was included in the proposal costs. D. Weymouth, Atkinson Maintenance Supervisor recommended the proposal by Lemar HVAC.

*Town Hall Sewer Ejector Pumps*

Mr. Smith said that there were three quotations for the work (copies attached): Uptack Plumbing and Heating for \$1,900, On Demand Plumbing and Heating for \$2,274.84 and Diagle Plumbing and Heating for \$2,500. Mr. Friel asked what brought on the need to replace the pumps. Mr. Smith replied that the pumps were 26 years old and in need of replacement as suggested by Mr. Weymouth. Mr. Friel requested more information in that regard.

**Department Heads**

*Recreation Department:*

Farmers' Market

Noriko Yoshida-Travers and Patricia Mangini were present to discuss the planned Farmer's Market. Ms. Mangini said that the state had very minimal guidelines which included three or more farmers at the site and that the event couldn't be held at a farmer's site. She said that Primex<sup>3</sup> stated that if the event were run by the Town of Atkinson, the farmers could be covered under the Town's liability policy unless they provided their own, which was significantly more costly (\$350 – \$500 more). She said that farmers' providing their own liability insurance coverage was recommended however. She asked the members for their opinion. Ms. Mangini said that she had researched examples from other coalitions. She said that Salem and Derry did require separate liability insurance. She added that there were currently five farmers interested.

Ms. Mangini said the biggest issue with Primex<sup>3</sup> was parking and traffic but that they had commented that the location appeared to be an easy site to manage. She said that the Atkinson Police Department had no problem with the parking so long as people were not parking in the street. Ms. Mangini read the Primex<sup>3</sup> correspondence to the members (copy attached).

Mr. Friel asked about trash removal from the site after the event. He also asked about storage of items, bathroom use and clean up, electrical and water use and kitchen use. Ms. Mangini spoke of these concerns stating that these would not be issues given the nature of the event. There would be no cooked food at the site as the Health Department and State had very strict regulations in this regard. She added that if there was no hot food being served, bathroom access was not required. The hours of the event would be from 3 p.m. – 7 p.m., so people would get their items and then leave. Mr. Friel said his concern was for those working at the event for that time period and their need for bathroom use.

Ms. Mangini said she would check with Salem on how it was done there. Mr. Friel also mentioned the Conservation Commission since the entire site was located on Conservation property. Ms. Mangini said she was addressing the issue with the Conservation Commission currently.

Ms. Mangini said that town farmers would not be charged a fee but that out of town farmers would be. She added that she would check on how trash was handled in Salem. Mr. Friel said that he didn't want the event to cost the Town more money with clean-up. Ms. Mangini added that she was still ironing out the details. Mr. Bennett asked if the event was still planned to start this Wednesday. Ms. Mangini said no because of the items that still needed to be addressed. Mr. Bennett suggested a "Hold Harmless" agreement with the vendors rather than a liability waiver. Mr. Bennett asked if Primex<sup>3</sup> had provided anything in writing. Ms. Mangini said she had an e-mail that she would forward. She restated that the State didn't require the insurance and that, if the parking and traffic were controlled, the event was very low risk. She asked if things were adequately addressed if the Board could allow the event to start the following Wednesday. Mr. Friel asked Mr. Smith to run everything by Town Counsel and requested the opinion of the Conservation Commission first. He said that they would try and get things in place to meet her request for the following Wednesday start.

Ms. Mangini added that although she was not there to speak on East Road, she was working on references from the other bidder. Mr. Childs added that he thought the East Road shed should stay although it did need some repair. He said it was better than building a new building.

Ms. Yoshida spoke to the members about the Sun 'n Fun program as a follow-up to the prior discussion. She said that she had contacted the Police Department and the officer who usually gave the safety training was on vacation. She said that the safety training would be held next week for the group and that the following week there would be an actual drill.

Ms. Yoshida also reported that there would be a Luau with hula dancers at the Senior Center next Tuesday.

The members reviewed and discussed the East Road contract numbers with the Recreation Department.

**F. Childs made a motion to direct the Treasurer to release up to 95% of the gross contract from the Performance Bond, retaining \$4,237.00 (5%).  
Second: B. Bennett. Vote: 3/0/0.**

#### **Town Administrator's Report**

##### *Postage Meter Contract*

Mr. Smith had provided the members with the Postage Meter contract from Pitney Bows as previously requested. The contract provided was a facsimile. Mr. Bennett was concerned about this since the Town should have the actual contract.

*Wireless Telephone Proposals:*

Mr. Smith said that the wireless carrier proposals were still pending but was hoping to get something in writing the next day. He also provided a listing of town employee phone usage. Mr. Childs asked why there was a difference in some of the rates. Mr. Smith replied that some phones used different plans.

*Waste Management:*

The contract from Waste Management (WM) for the Town's solid waste and recyclable collection, transportation and disposal was included in the members packets with an attached letter dated July 2, 2010. Mr. Smith said that the rates were adjusted for the cost of diesel fuel effective July 1<sup>st</sup> which would result in an increase cost of \$553.92 per month (-\$141.41 credit + \$412.51 increase). Mr. Friel asked if escalator costs were included in the contract. Mr. Smith said that the escalator was the fuel cost. Mr. Friel asked Mr. Smith to contact WM to provide a detailed breakdown of how the adjustment costs were determined.

*Rockingham VNA Hospice:*

Mr. Smith read a letter from the Rockingham VNA & Hospital dated June 29, 2010. The letter was written to thank the Selectman and Town of Atkinson for their funding support over the past several years and to notify the Town that they would not be requesting town funding for the budgetary year 2011 due to Town budget constraints and their current financial status.

*Free Recycling Day:*

Mr. Smith reviewed the e-mail from Ms. Snicer, Town Administrative Assistant, regarding a Free Recycling day for Atkinson and Hampstead residents by Winfield Alloy on Saturday August 7, 2010 from 8 am to 12 noon at their facility located at 2 Route 111 in Atkinson. Mr. Smith further discussed the details of the event. Mr. Friel and Mr. Bennett suggested advertising the event on both the TV crawl and the Town website.

*Deliberative Session:*

Mr. Smith noted that the 2011 Deliberative Session is set for Saturday, February 5, 2011, at the Timberlane Performing Arts Center (PAC), and that transportation would be provided from the Town Hall to the PAC. Mr. Childs and Mr. Friel requested posting the meeting information on the TV crawl.

**Department Reports**

*Police Department*

Mr. Smith said that there were 34 calls for service during the two week period of 6/30 – 7/6 2010. A report of these calls was included in the member's packets.

*Road Agent:*

Mr. Smith said that the Highway Department had been clearing brush from the town's rights-of-way and that they were also painting new "Stop Bars". Mr. Smith said that this had to be done every two years. Mr. Friel asked if the sidewalk repair work was going to be completed. Mr. Smith said that he did not know and would look into it. Mr. Childs added that the Town should have a cost first. Mr. Friel asked that Mr. Stewart provide a wish list for upcoming and future projects.

*Mosquito Report:*

Mr. Smith reported that the Mosquito species reported by Kimberly Foss was lower than in previous years. Mr. Friel suggested posting the report on the Town Hall bulletin board.

*IT Department*

Mr. Smith reported that new laptops for the Selectmen were purchased.

*Tax Collector*

Mr. Smith reported that 92% of taxes were received as of 7/7/10. He said he thought this was an excellent turnout based upon the July 2 deadline.

**Old Business**

*Pay Rates*

Mr. Friel said he was not prepared to speak on the matter just yet. Mr. Bennett requested a workshop with the Budget Committee.

*Thank you/Recognitions*

Mr. Childs said there were a few more thank you cards from residents to Chief Consentino. He added that there was another letter from a resident thanking one of the police officers. He also read an award of Recognition awarded to Chief Consentino as a patriotic employer.

*Kimball House*

Mr. Friel said that he had completed the Request for Proposals (RFP's) for the work authorized by Town Meeting and would get this out the next day.

**New Business**

*Pam Murphy Retirement*

Mr. Friel informed the Board of the retirement of Pam Murphy, Fire Department Clerk, after 30 years of service.

**Future Agendas**

7/23/10 – Municipal Telephone Proposals Due

7/28/10 – Farmers' Market to begin?

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

9/20/10 – Area Selectman's Meeting – Fremont Town Hall

9/29/10 – Department Meeting – Town Hall 4 PM

**Adjournment**

**F. Childs made a motion to adjourn the July 6, Regular Meeting of the Atkinson Board of Selectmen at 8:37 PM. Second: W. Bennett. Vote: 3/0/0.**

Respectfully submitted by Alison McKay

---

William G. Friel, Chairman

---

William M. Bennett

---

Fred J. Childs, Jr.