

*Town of Atkinson
Board of Selectmen
Regular Meeting Minutes
Monday July 26, 2010*

W. Bennett made the motion to open the regular meeting at 7:31 p.m. in the Atkinson Town Hall Second: F. Childs. Vote: 3/0/0. The motion was followed by the Pledge of Allegiance led by Chairman Friel to those present.

Members Present

W. Friel, Chairman
W. Bennett
F. Childs

Others Present

P. Smith, Town Administrator
P. Mangini, Recreation Dept.
W. Innes, Recreation Chairman

Meeting Minutes

Public Meeting - June 30, 2010

W. Bennett made the motion to approve the public meeting minutes of June 30, 2010 as written. Second: F. Childs. Vote: 3/0/0.

Regular Meeting - June 30, 2010

W. Bennett made the motion to approve the regular meeting minutes of June 30, 2010 as written. Second: F. Childs. Vote: 3/0/0.

Non-Public Meeting (1) – July 6, 2010

W. Bennett made the motion to approve the non-public meeting (1) minutes of July 6, 2010 as written. Second: F. Childs. Vote: 3/0/0.

Non-Public Meeting (2) – July 6, 2010

W. Bennett made the motion to approve the non-public meeting (2) minutes of July 6, 2010 as written. Second: F. Childs. Vote: 3/0/0.

Special Meeting – July 6, 2010

W. Bennett made the motion to approve the special meeting minutes of July 6, 2010 as written. Second: F. Childs. Vote: 3/0/0.

Regular Meeting – July 12, 2010

The board took no action and approval was deferred to the next meeting for review.

Appointments/Resignation

Mr. Friel announced with great regret that Dr. Joe Guischard, Planning Board member, had submitted his resignation.

W. Bennett made the motion to accept Dr. Joseph Guischard's resignation with great regret. Second: F. Childs. Vote: 3/0/0.

Mr. Friel announced an appointment of Robert Waldron to The Board of Adjustment or The Planning Board. He said Mr. Waldron had six years of previous experience with the Hampstead Planning Board. Mr. Smith added that Mr. Waldron would be appointed as an alternate to the Planning Board and also had experience on the Zoning Board of Appeals. He said the board had the choice as to which board they wished to appoint him.

W. Bennett made the motion to appoint Mr. Waldron as an alternate to the Planning Board to a term to expire the end of April 2011. Second: F. Childs. Vote: 3/0/0.

Bids/RFP

Open Telephone/VOIP Proposals

Mr. Smith said that two bids were received. Mr. Friel said that he had reviewed Mr. Smith's previous handouts and spoke to Mr. Smith earlier in this regard. He requested that the information be sent to the IT Committee for review. Mr. Bennett asked if Mr. Smith checked about making sure there were conventional landline backups for certain functions. Mr. Smith said that the second bid had a provision for backup but that a presentation should be made to the IT Committee. Mr. Bennett asked if the phone system would be for Town Hall or Town wide. Mr. Smith responded the system would be town-wide. Mr. Bennett said that there should be analogue landline backups and that two lines would be sufficient. Mr. Bennett asked about rewiring. Mr. Smith responded that the bids did not include rewiring costs and was told that rewiring would be quite costly. Mr. Bennett said that there definitely should be a back up option. Mr. Smith said that he was looking at the hard numbers as a reference line. Mr. Bennett said he felt there was not enough detail to the proposals. Mr. Friel said there was more and requested the bids be forwarded to the IT Committee.

Town Hall Repairs

Mr. Smith reviewed the bids for the Town Hall repairs with the board which included repairs to the Fire Station roof, the Town Hall back door, the Town Garage overhead door, and the Police Station door. A recommendation for the repairs was submitted by Dave Weymouth, Maintenance Supervisor and was provided to the members. Mr. Friel suggested holding off on accepting the bid for the Police Station door repair.

W. Friel made the motion to accept the bid and move forward with the Fire Station roof repair. Second: F. Childs. Vote: 3/0/0.

W. Friel made the motion to accept the bid and move forward with the Town Hall back door repair. Second: F. Childs. Vote: 3/0/0.

W. Friel made the motion to accept the bid and move forward with the Town Garage overhead door repair. Second: F. Childs. Vote: 3/0/0.

Town Hall Circulator Pump

Mr. Smith said that he had not received the information that was supposed to be provided to him that day. Mr. Friel said that this was needed to move forward. Mr. Childs asked if the circulating pump was just going to be changed or if there would be additional repairs. Mr. Friel said that this would be explained and addressed upon receipt of the recommendations.

State Salt Bid

Mr. Smith said Ted Stewart had submitted the salt bids ahead of schedule and were included in the member's packets. Mr. Childs asked if the amount of salt needed was specified or just the price per ton. Mr. Childs asked if the Town would be going with the state bid. Mr. Bennett made comments on the memo that was submitted by the Road Agent pertaining to catch basin cleaning of which he thought there isn't a "State Bid" for "Catch Basin Cleaning." Mr. Friel said he had previously asked Mr. Stewart to provide additional information regarding town jobs that are routinely performed. He asked if this additional information had been received (costs and timelines). Mr. Smith said that he had not seen anything. Mr. Friel requested Mr. Stewart to provide the board with an updated list and the additional information as soon as possible. Mr. Friel asked to check on the amount that was paid for salt per ton last year and if it would make sense to move forward with the state bid. He asked that this matter be discussed at the special meeting as well. Mr. Smith said he would verify this information.

Brox

Mr. Friel also mentioned that the escalation cost for Bronx was \$10,000 over last year at \$61+ per ton. He said Brox agreed to remove the escalation cost if the board agreed to extend the existing contract for 1 year. Mr. Friel requested Brox to state this in writing, otherwise everything looked good.

Department Heads - Recreation Department

William Innes, Recreation Chairman and Patty Mangini, also of the Recreation Department, were present to speak and give updates on several topics.

East Road Recreation Area

Mr. Innes reminded the board that the East Road Recreation Area went out to bid and that two bids were received both of which were over the \$80,000 amount that could be spent. He said that he took a hard look at the bids and would like a recommendation from Britton. He said that he did not have a chance to review this recommendation yet as it was just received at 3 pm that day. He requested additional time to review the recommendation and revisit the matter with the board at a later date. The most important issue would be the well and the irrigation system. If the system was needed, they would probably need to cut a few things out such as the Bocce courts and the walking path.

Sun 'n Fun

Mr. Innes said that staff met with the police department for the safety training this week and that safety and emergency protocols were put in place. He added that a drill would be performed this week and explained that anything not working would be adjusted.

Contract and Concessions for G, K, & K

Mr. Innes said that the contract season was probably over at this point. Mr. Innes said that he sent the contract to Mr. Friel for review. Mr. Friel said that corrections were still being made. Mr. Innes said that he would like to use that contract as a baseline for future concessions. Mr. Friel asked if it made sense to bid the contract out in the future. Mr. Innes said that it would make sense to put the contract out next year as G, K, & K did an outstanding job. Mr. Innes added that G, K, & K was still holding \$920 that was to be returned to the Town and because there wasn't a contract in place, so he wasn't sure what to do with the money. He mentioned three options which included putting the money into a revolving account, donating the money to The Friends of Atkinson Recreation, or giving the money to baseball and soccer directly. Mr. Friel said that the Town could not give money directly. He said that the money needed to go to The Town. He suggested trying the Budget Committee first and if that didn't work, to write a warrant article for Town Meeting.

Farmer's Market

Patty Mangini provided two handouts to the board, an application form and a general conditions and guidelines document. She said that there would be no cooked food, trash removal, bath use and electrical/kitchen needs would not be an issue. She said that she had checked with The Conservation Commission and they had no issues. She said she checked again with Primex and their main concern was parking as she mentioned previously and there weren't any parking issues in Atkinson. She proposed that Atkinson residents not be charged insurance but that out of town residents be charged with the insurance. She said that a farmer's liability was only to their own stand and if someone got hurt on Town property they would still sue. She added that Primex states that the liability is so low unless parking was an issue. Mr. Friel said that he would still like to check with Town Counsel. Mr. Childs asked about clause five on the handout. Ms. Mangini said that she had included the statement in regards to liability, but would take it off if needed. Mr. Friel said he understood the issue, but was still concerned. Mr. Innes added that if the insurance was required, the number of participants would shrink. Mr. Bennett conferred that the board should seek Town Counsel's opinion. He added that he did not wish to discourage backyard users and suggested a monetary threshold as an indemnification. He suggested strengthening clause four and eliminating clause five and suggested other language revisions to the document submitted. Mr. Friel agreed and said that if Town Counsel was okay, he would be okay. Mr. Smith suggested the farmer's team up together to acquire insurance. Mr. Friel asked Mr. Smith to contact Town Counsel. Mr. Innes requested having the matter worked out quickly. Mr. Friel said they would hold a special meeting in order to expedite a resolution to the issue.

Donor acknowledgement

Jake Collins was present and was acknowledged by Mr. Innes for his generous donation of \$25,000 for the East Road project. Mr. Childs graciously thanked Mr. Collins for his generous donation, as did the other members of the board. He added that Mr. Collins had given many donations to the Town anonymously in the past and The Town was extremely grateful for all of his donations. Mr. Friel said that a public meeting was needed to accept the donation. He requested a public hearing to accept the donation on August 9th at 7:00 PM.

Town Administrator's Report

Mr. Smith reviewed the Administrators Report of 7-26-10 with the board as outlined for these items listed: Former Elderly Affairs Vehicle, Energy Efficiency, Polling Hours, Reminder and Deliberative Session.

Employee/Personnel Policy

Draft copies of the Employee/Personnel Policy were included in the member's packets. Mr. Friel said the board would need to review the drafts. Mr. Smith added that the IT policy was also included in the Selectmen's packets. Review of the drafts will be completed for the next meeting of August 9th.

Department Reports

Police Department

Mr. Smith said that there were 33 calls for service during the two week period of 7/14 – 7/21 2010. A report of these calls was included in the member's packets. He added that the PD was maintaining about 30 – 35 calls for service for a two week period.

Budget Committee

Mr. Smith reported on Dave Paquette's update as written

Recreation

Mr. Smith reported on the Recreation Department's update as written.

Tax Collector

Mr. Smith reported that 95% of taxes were received as of 7/21/10.

Town Clerk's Office

Mr. Smith reported on the Town Clerk's update as written.

ACTV-20

Mr. Smith reported on the ACTV-20 update as written. Mr. Bennett requested updates to the crawl and the website. Mr. Smith replied this had been received to him that day. Mr. Childs asked how long each "update" was up on the crawl. Mr. Smith replied he thought up until the event and added that the schedule was also posted on the Town website.

Old Business

Contract for Postage

Mr. Friel asked for an update. Mr. Smith said that Pitney Bowes was still the best plan. Mr. Bennett asked for more time and requested he would provide the information to the board within a few days so that it could be included for discussion at the special meeting.

Pay/Equipment Rates

Mr. Friel said that a meeting was set up with the Budget Committee on Tuesday August 10th at 7 pm to discuss this item.

Performance Review Schedule

Mr. Friel said that he had not completed this item yet. Mr. Smith suggested making the reviews annual. Mr. Friel asked Mr. Smith to create a draft. Mr. Smith agreed.

Town Sign Repair – Cemetery

Mr. Friel said he had received a request for a sign repair at the Cemetery for \$1220 and asked for an update. Mr. Childs responded. He said spoke with Mr. Stewart, but did not know the kind of sign, how much it would cost, and what it would be made of. Mr. Friel asked what had happened to the old sign. Mr. Childs said that it was destroyed by one of the storms. Mr. Friel asked if it was a FEMA replacement deal. The deductibles of the replacement through FEMA were discussed. Mr. Friel requested Mr. Stewart provide three bids before moving forward on this.

Verizon Cell Phone Bids

Mr. Friel asked for an update. Mr. Smith replied that he provided the board with the final offer. Mr. Bennett said he still had questions in regards to forwarding calls. Mr. Smith replied that the phones were possibly drone phones and was not sure the technology existed. He said that Verizon does not charge Verizon to Verizon calls. He added that T-Mobile does not cover Atkinson. Mr. Bennett asked for clarification on how the phone system would work. Mr. Smith said he would confirm the details with Verizon.

Waste Management

Mr. Friel asked for an update on Waste Management's fuel escalation costs. Mr. Smith replied that the cost was an additional \$500 / month (\$6,000/ year). He said that the other option would be day to day, but that the six month cost averaging option would be the better deal. He said that he had made a call to WM and sent the information he received, in response to the board for their review. Mr. Bennett asked if the adjustment factor had been provided. Mr. Smith said they did not indicate what the adjustment factor was. Mr. Friel asked if the Town was paying for this escalation cost yet. Mr. Smith replied yes. Mr. Friel also requested Mr. Stewart attend the next meeting for discussion. He requested a copy of the contract as well.

RFP – Kimball House

Mr. Friel said that he had a draft RFP completed and would send it to Mr. Smith for distribution to the other members for the scheduled special meeting.

Sidewalk Repairs

Mr. Childs asked about these repairs. Mr. Friel said that he had not heard anything. Mr. Friel asked to make sure that work did not start until the board had reviewed the proposal.

New Business

Annual Report

Mr. Friel gave an overview of what was required and not required to be included in the annual report as required by the RSA. He said he had prepared a two page write up based on these requirements for adoption. Mr. Bennett reviewed the topic further. He said that town departments and their operations were required. He added however that there were many Town organizations that do valuable work for

The Town and should be recognized in the report, even if only on a page or two comprehensively. He read a list of organizations he suggested recognition of including, but not limited to, The Friends of the Atkinson Library, The Atkinson Garden Club, The VNA, The Red Cross, The Historic Commission, The Lions Club, The Cub Scouts, The Boy Scouts, etc. He added that it would be too costly to devote detailed descriptions of each organization, but to recognize each by name and contributions made. Mr. Friel and Mr. Childs agreed.

W. Bennett made a motion to recognize by name and contribution only the list of organizations mentioned in the Annual Report. Second: F. Childs. Vote: 3/0/0.

Mr. Friel requested Mr. Smith to make sure that no organization was missed.

Proposals from Stelletto Architecture

Mr. Friel said that the board had received several miscellaneous proposals from Stelletto Architecture on projects. He said that he did not have time to review the proposals.

Easement Release

Mr. Friel said that he had a request for a release of an Emergency Access Easement. Mr. Bennett read the release to the board and into the record.

W. Bennett made the motion to accept and release the Emergency Access Easement as written. Second: F. Childs. Vote: 3/0/0.

Adjournment

F. Childs made a motion to adjourn the July 26, regular Meeting of the Atkinson Board of Selectmen at 8:54 PM. Second: W. Bennett. Vote: 3/0/0.

Respectfully submitted by Alison McKay

William G. Friel, Chairman

William M. Bennett

Fred J. Childs, Jr.