

*Town of Atkinson
Board of Selectmen
Meeting Minutes
August 9, 2010*

W. Friel opened the Public Hearing of August 9, 2010 at 6:30pm in the Atkinson Town Hall, to accept input concerning the Renumbering/Renaming of Washington Road. He led all present in the pledge of allegiance.

Members Present:

W. Friel, Chairman
W. Bennett
F. Childs

Others Present:

P. Smith, Town Administrator
M. Kelleher, E911, NH State E-911 Commission
M. Scott, E91, NH State E-911 Commission
M. Collins, 10 Academy Avenue
C. Grant, 19 Crown Hill Road
P. Mangini, Recreation Commission
B. Innes, Recreation Commission, chairman
E. O'Neil, 2A Washington Road

Renaming/Re-number: Washington Road:

Mr. Kelleher and Mr. Scott, E-911 representatives for State E-911 Commission, made a presentation related to RSA 231: 133a, on the renumbering of Washington Road and re-naming a portion of a driveway off of Washington Road. Based on information collected, a re-numbering with a 50' increment was recommended with odd numbering on the left side and even numbering on the right.

Eugene O'Neil of 2A Washington Road said having been a city planner, the ultimate solution for re-numbering issues is GPS mapping. This facilitates emergency response to any address.

W. Friel closed the Public Hearing for the Renumbering/Renaming of Washington Road at 6:50pm in the Atkinson Town Hall.

Acceptance of Donation:

W. Friel opened the Public Hearing to accept a donation of \$25,000 for the East Road Recreation Area Phase II at 7:00 pm in the Atkinson Town Hall.

Mr. Maurice "Jake" Collins, 10 Academy Avenue, Atkinson, donated \$25,000 toward the completion of the East Road Recreation Area.

W. Friel closed the Public Hearing to accept the \$25,000 donation for the East Road Recreation Area Phase II at 7:15pm.

W. Friel opened the Regular Meeting of August 9, 2010 at 7:30pm in the Atkinson Town Hall.

W. Friel made a motion to accept the donation toward the completion of the East Road Recreation Area with great appreciation to Mr. Collins for his generous donation. Second: W. Bennett. Vote: 3/0/0.

Atkinson Military Update:

Carol Grant of 19 Crown Hill Road began by expressing concern that many Atkinson residents are unaware of the military display located in the front foyer of the Atkinson Town Hall. She announced if any resident has a family member who is now serving in Iraq, Afghanistan, Europe, Stateside, or on-board a ship, please contact her at 603-362-4848 or leave a message with either Phil Smith in the Selectman's office or Rose in the Town Clerk's office. She indicated that a percentage of pictures currently on display, are Timberlane Regional High School graduates. She requested, if residents are aware of graduates from either Timberlane Regional High School or Central Catholic are currently activated, please let her know of these individuals. Ms. Grant passionately expressed how each person on the display board is a true patriot and deserves honor, respect, support, and recognition. In the 1970's Atkinson had a small population, yet held the highest percentage of men serving in the military, proportionate to the size of its population. She also stated that Atkinson has always been a patriotic town which is demonstrated through monuments, crowds gathering on Memorial Day, Town meeting votes, and money donated by residents. Ms. Grant concluded by stating it is her honor and privilege to have taken on this rewarding task.

W. Friel thanked Mrs. Grant and her husband for all their effort put into creating and maintaining the Military Display Board.

Approval of Minutes:

W. Friel requested approval of meeting minutes from regular meeting July 12, 2010. Approval of minutes was delayed until next meeting.

W. Friel requested approval of meeting minutes from special meeting July 29, 2010. Approval of minutes was delayed until next meeting.

Assessing:

A Veteran's Tax Credit application for map 22 – lot 88 was submitted. Mr. Childs recommended denying the tax credit because there were not 90 days of service during the prescribed time, and no medals were received during the time served.

F. Childs made a motion to deny the Veteran's Tax Credit for map 22-lot 88. Second: W. Bennett. Vote: 3/0/0.

Department Heads:*Farmer's Market Report*

Recreation Commission member P. Mangini reported the success of the farmer's market held on Wednesday, August 3rd from 3pm – 7pm. Vegetables were sold out by 6:15pm; there were no problems with parking. The market will run every Wednesday from 3-7pm, at the Community Center parking from August 4, through October 16th, start time is at 3pm and ending at 7pm.

Sun N Fun

Recreation Commission Chairman B. Innes reported there were 192 registrants this year with an average daily attendance of 130 children. There were four field trips, two to Cedardale, one to Chunky's, and one to New England Aquarium in Boston. A carnival was held on Thursday, August 5th with an attendance of 116 campers and their families, totaling about 320 people. Mr. Innes gave a special thanks to counselors and Noriko for a great job this summer. Recreation Director Noriko Yoshida-Travers did a fantastic job with the missing person procedures and the evacuation plan, which also included fire and other crisis emergencies.

East Road Recreation Area Phase I

Mr. Innes of the Recreation Committee met with engineer Dennis Quintal, they agreed to give Galloway Trucking, Inc. the balance due on the original contract, and to allow the Performance Bond to be closed out. Noted: The contract states the field requires watering to make grass grow and nothing states the Town is responsible for providing the water. The Board acknowledged the dry season thus far, yet, based on the contract, Galloway Trucking was responsible for watering the field even if that meant bringing in a tank truck to supply water. Noted: Paying the balance of the contract and releasing the bond will only release the company from part of the contract and send the wrong message to other contractors in the future. Final Note: There is \$4,279.00 being held back and W. Bennett stated it is in the best interest of tax payers to not release full payment.

East Road Recreation Area Phase II

There was discussion concerning the revisions to a proposal for Phase II of the East Road Recreation Area, submitted by Britton's Landscaping & Excavation and the timeframe to complete it. W. Friel expressed concern regarding the purchase of a cistern. It would be in the best interest of the Town to consult with an Irrigation Engineer to assess whether or not a system can be designed around the obtained water flow before making the decision to install a cistern. W. Friel explained the need to write a contract with no gray areas and appropriate Add Alternates. The contract should also have flexibility surrounding the purchase and installation of a cistern based on the outcome of an Engineer's assessment. A meeting will be held between W. Friel, Britton's Landscaping & Excavation and Mr. Innes to discuss the construction contract.

Town Administrator Reports

NH LGC Recommended Safety Manual

P. Smith asked the Board to vote on section 73 (Holiday Pay). Currently the policy states an employee must work the scheduled working day before and after a holiday unless on authorized leave in order to receive holiday pay. The Board discussed this was a common clause in employee policies and would prefer to continue working this way without a formal vote.

LGC Legal Inquiry response– Working Hours

The query was sent asking if there was a mandate for Employees to take a lunch period and if so, do they need to show that on a time card. The response was; Employees are allowed a lunch break determined by the amount of hours they have worked. If an employee chooses to stay at their desks during lunch it is their choice. Employees who take a break away from their desk during lunch should be off the "clock" for that period and essentially responsible to make up the ½ hour of work to complete the 8 hour work day. The Town's policy should clarify this revision.

Employee Benefits

Employees begin to accrue sick and personal time on the date of hire. The time is available to use after completing three months of employment.

Department Reports

- 1 The Elderly Affairs' vehicle sold for \$1,800 at auction. Final dollar amount will be determined less auction and reconditioning fees.
- 2 P. Smith is currently reviewing the Town's safety manual. He will submit it electronically to the Board for review.

Energy Efficiency Committee

The Committee had two finalists for the Energy Audit, and is awaiting answers to questions which arose during the review of the bids.

Police Department

P. Smith reported 31 police calls for service from 7/28 – 8/4/10. The Police Department submittal is in the Selectmen's Packets.

Road Agent

P. Smith stated there was a comprehensive list of jobs the Road Agent customarily does on an annual basis. The Road Agent indicated which items were to be bid, when work should begin and a cost estimate for each job.

The Senior Program

The Senior Summer Luau Luncheon was held on Tuesday, July 20th from 12:00pm – 2:00pm and 94 people were in attendance. Campers assisted in preparation and participated in hula dancing. Food was provided for 100 people. The cost was \$8.00 per person, which the Atkinson Women's club contributed \$100.00 and the Atkinson Garden Club donated 15 centerpieces. The total cost of the Town was \$690.00. All of the services were provided by the counselors from the Sun 'n' Fun.

Tax Collector

As of August 4th 97% of the June Warrant has been collected.

Planning Zoning and Building

The Planning Board heard one minor site plan amendment which reduced the scope of an earlier plan. On August 18th, the Planning Board will hold a Public Hearing concerning the proposed electronic sign for the Library, proposed by the Library Trustees

Zoning Board of Adjustment heard an appeal of an article of the building code official decision by library trustees regarding the proposed library sign. They also agreed to reconsider a Variance and Special Exception for 6 Indian Ridge Road (Map 5 Lot 54), granted in June. On August 11th, they will hear a request for an accessory family living unit.

Town Clerk's Office

- 1 Current hours of operation are:
 - Monday 8:30 – 6:30
 - Tuesday –Friday 8:30 – 4pm
- 2 The proposed hours of operation are:
 - Monday 8:30 – 7
 - Tuesday 8:30 – 5:30
 - Wednesday 8:30 – 5
 - Thursday 8:30 – 5
 - Friday 8:30 – noon

W. Friel made the motion to approve the proposed hours of operation for the Town Clerk's Office. Second: W. Bennett. Vote: 2/1/0, F. Childs opposed.

Audit of the Town Clerk's Office

The New Hampshire Department of Safety performed an audit of the Town Clerk's office on February 17th. The office was found to be in compliance with all applicable statues, rules and procedures.

State Primary Election

Polls will be open for the State Primary Election on Tuesday, September 14, 2010, from 7 AM to 8 PM. 211 absentee ballots for the state primary election were recently sent out. There are currently 20 civil forfeitures; norms have been in the 75 range. Registering to vote is allowed up to 10 days prior to the State Primary. September 3rd is the deadline in the Town Clerk's Office. The board asked P. Smith to find out what Civil Forfeiture was?

Old Business

Collective Bargaining

W. Bennett reported more progress occurred. Next meeting will be in 2 weeks.

Performance Review Schedule

P. Smith included in the packets a narrative evaluation form for review. The Board agreed this was a good addition to the performance review process. P. Smith will begin to initiate performance reviews immediately.

New Business – W. Friel

Competitive Bid Process

A purchasing policy has recently been prepared by W. Friel that includes a competitive bid process outline for comparison and review.

E911 Data Capture

E911 has finished their data capture for the Town of Atkinson. They have checked and identified all features, every residence, landmark and fire hydrant. An MS Excel spreadsheet has been provided with links to a map. As a part of that process, E-911 has also given us an outline of deficiencies in the Town based upon problems with their Addressing Standards guide. As part of NH E911 process, The Town needs to sign the data capture acceptance letter, in which we acknowledge that the Town can share the information, use the information, but not sell the data.

W. Friel made the following motion: “We, the Selectman from the Town of Atkinson, accept the map set and associated data dated August 3, 2010, from E-911. The map set and associated data accurately reflects all addressing as of August 3, 2010. We understand the Town of Atkinson is responsible for recording any address changes with the residents, US postal service and the Bureau of Emergency Communications.” Second: W. Bennett. Vote: 3/0/0.

W. Friel made a motion for acknowledgement of non-standard addressing with the following statement: “The attached document is a list of identified areas of concern for addressing within the community of Atkinson. This list has been generated using a NH Bureau of Emergency Communication Addressing Standards Guide, which will be used as the reference for questions regarding this list. In the future, should the Town of Atkinson decide to make changes to an address, NH Bureau of Communication GIS and Addressing Unit will assist with the necessary processes and update the data maps appropriately through its maintenance program.” Second: W. Bennett. Vote: 3/0/0.

W. Friel made a motion to accept the Data Release Agreement with the following statement: “This agreement is made on August 9, 2010 by and between the Town of Atkinson with it's principal office located at 21 Academy Avenue; Atkinson, NH 03811 and State NH Bureau of Communications. The Bureau of Communications has collected and processed the data for the Town of Atkinson. The data has been accepted by the Town as being accurate; therefore we can release this data to you upon completion of data release

agreement. By releasing this data to you, the Town of Atkinson you understand that you are responsible for maintaining the confidentiality of the data by releasing it only to those who have legal authorization to access it for emergency response purposes. The Bureau of Emergency Communications and all associated data are protected under 106 H 14; information not subject to right to know law.” Second: W. Bennett. Vote: 3/0/0.

Letter of Thanks

F. Childs reported another letter of thanks was received by Chief Consentino from a person in a wheel chair who was assisted.

Sustainable Communities Initiative Application

A request from the Rockingham Planning Commission was received to write a letter in support of sustainable communities’ initiative application for NH Regional planning commissions. W. Friel will get copies to W. Bennett and F. Childs for review and recommendations

Appointment/Resignation

Richard Cram has recently resigned from his position with Family Mediation. The Board accepted this resignation with regret and said that Mr. Cram did a fantastic job.

W. Friel made a motion to go into Non-Public Session at 8:50 p.m. under RSA 91-A: 3, II (e) for discussions of ongoing litigation and pending suits. Second: W. Bennett. Vote: W. Bennett – Yes; F. Childs – yes; W. Friel – yes.

Returned to Regular Meeting at 9:35 p.m.

No Decisions were reached.

Adjournment

W. Friel made a motion to adjourn the August 9, Regular Meeting of the Atkinson Board of Selectmen at 9:36 PM. Second: F. Childs. Vote: 3/0/0.

Respectfully submitted by: Amanda Williams

William G. Friel, Chairman

William M. Bennett

Fred J. Childs, Jr.