

*Town of Atkinson
Department Head Meeting
September 29, 2010*

Open Meeting:

Town Administrator P. Smith opened the Department Head Meeting at 4:05 P.M. on Wednesday, September 29, 2010 in the Atkinson Town Hall.

Members Present:

W. Friel, Chairman
W. Bennett

Others Present:

P. Smith, Town Administrator
D. DeSimone, Tax Collector
T. Cannon, IT
W. Baldwin, Police (LT)
D. Williams, ACTV-20
W. Innes, Recreation
N. Yoshida-Travers, ACC
S. Killam, Building/Planning
P. Consentino, Police (Chief)
E. Stewart, Road Agent
M. Murphy, Fire (Chief)
J. Dugdale, Animal Control
D. Weymouth, Buildings
C. Birr, Library

Discussion:

The department heads were re-acquainted with the following town policies: Records duplication Policy, Vacation and Leave notice guidelines, Contact information, lines of succession, Town Phones, Employee Time Sheets and logs. The Budget Presentation to the Board of Selectmen schedule was reviewed as well.

Adjournment:

Bill Bennett adjourned the meeting at 4:50 P.M.

William G. Friel, Chairman

William Bennett

Fred J. Childs, Jr.