

*Town of Atkinson  
Board of Selectmen  
Meeting Minutes  
October 11, 2010*

**Open Meeting:**

W. Friel opened the regular meeting of October 11, 2010 at 7:00pm in the Atkinson Town Hall.

**W. Friel made the motion to go into Non-Public Session under  
RSA 91-A:3 II.(a) Compensation of public employees. Second: F.  
Childs. Vote: W. Bennett – yes; F. Childs – yes; W. Friel – yes.**

W. Friel re-entered the regular meeting of October 11, 2010 at 7:47pm in the Atkinson Town Hall and led all present in the Pledge of Allegiance. He noted that no decisions were reached in Non-Public Session.

**Members Present:**

W. Friel, Chairman  
W. Bennett  
F. Childs

**Others Present:**

P. Smith, Town Administrator  
T. Stewart, Road Agent  
M. Veasey, Chair, Energy Committee  
J. Garrity, Secretary Energy Committee  
M. Mascola, Energy Committee  
J. Wainwright, Energy Committee

**Appearances:**

*Chief Consentino*

Chief Consentino began by announcing there will be a flu clinic held for senior citizens on Friday, October 29<sup>th</sup> from 10:00am – 2:00pm at the Atkinson Community Center. Residents in need of a ride to the flu clinic can contact the police department. The DEA has authorized a “Prescription drug drop off” to take place on Friday, October 29<sup>th</sup> at the Community Center. Residents are encouraged to drop off any expired or unwanted prescription drugs. Trick or Treating will be held on Sunday, October 31<sup>st</sup> from 6:00pm – 8:00pm.

**Department Heads:**

*Ted Stewart, Road Agent*

*2011 Budget*

Mr. Stewart presented a 2011 budget worksheet. Please see attached.

*Warrant Articles*

Mr. Stewart presented a warrant article for the reconstruction, shim, and overlay of Merrill Drive and the reconstruction of Hovey Meadow Drive totaling \$242,100. This amount will increase tax dollars by \$75,464 based on the budgeted amount of \$166,636. Mr. Stewart made a suggestion to include road construction and repair as part of the budget and would like to propose an increase of \$241,100 to the budget committee. The Board will discuss this topic with the budget committee.

*Mutual Aid Contract*

Mr. Stewart described the Mutual Aid Contract as a disaster relief program for municipalities. The majority of surrounding towns belong to this program. The Atkinson Highway Department

has limited resources to assist other towns in the event of a disaster. Any town involved in the assistance of another town is responsible for the cost for personnel and equipment of its own employees. This agreement will commence upon signature and shall continue for a period of 1 (one) year with a 60-day written notice to term.

**W. Bennett made a motion to approve membership in said organization. Second: F. Childs. Vote: 3/0/0.**

**Other Appearances:**

*Michelle Veasey, Chair Energy Committee  
Energy Fair*

Ms. Veasey began by announcing there will be an energy fair held at the Kimball Library on Saturday, November 6<sup>th</sup> from 10am – 1pm. Information about Unitil programs including residential audits will be available as well as ways the energy efficiency committee saves energy at the municipal level.

*Town Building Audits*

Ms. Veasey continued by announcing the Energy Committee has received many proposals to perform energy audits on all 8 town buildings. The audit will provide the town with energy conservation measures and will suggest ways to save energy. The project will be funded by a federal grant in the amount of \$23,900. The Energy Committee has selected Arbogast Energy Auditing to perform the audit and would like the Board's approval to proceed with contract negotiation. Arbogast has submitted a quote to perform an audit on 8 town buildings in the amount of \$6,318. Since this amount will not use up the entire grant, Atkinson Academy has been added to the audit increasing the quote to \$14,385. The State will instruct the Energy Committee on how to handle any unused grant money (\$9,515). Mr. Mascola will provide the Board with a letter from the SAU approving an audit of Atkinson Academy. The grant is set up to distribute 50% of the money halfway through the project and the other 50% upon the completion. Ms. Veasey will ask Arbogast to revise their terms of "net 30" to ensure the town will not be responsible for fronting any money.

**W. Bennett made a motion to authorize the Energy Committee to proceed with contract negotiations with Arbogast Energy Auditing to provide the work indicated in their proposal dated September 30, 2010 for a sum not to exceed \$14,385. Second: F. Childs. Vote: 3/0/0.**

**Town Administrator's Report**

*See attached*

**W. Friel made a motion to reject the three bids on Kimball House repairs. Second: W. Bennett. Vote: 3/0/0.**

*Primex and LGC Contracts*

Mr. Smith will create a summary of changes in insurance for the Board to vote on next week.

**Old Business**

*Sawyer Ave., Fairpoint Service Pole Acceptance/Licensing*

**W. Bennett made a motion that Northern New England Telephone Operations, LLC doing business as Fairpoint Communications-NNE and Unitil Energy Systems, be and hereby are granted a license to erect and maintain a pole (62/26S) and structures, with wires, cables,**

**conduits and devices thereon, together with sustaining, strengthening and protecting fixtures, on Sawyer Avenue in this Town of Atkinson, New Hampshire. All of said wires except such as are vertically attached to the pole and structures shall be placed in accordance with the National Safety Code in effect as of September 27, 2010. Second: F. Childs. Vote: 3/0/0.**

**New Business**

*ACC-MBTA-CRI Committee*

Mr. Bennett encourages any resident interested in this topic to sign up for this committee.

**Future Agenda**

10/12/10 – Budget Committee Workshop with BOS-Rates 7PM

10/13/10 – Atkinson Zoning Board of Adjustment, Atkinson Town Hall, 7:30PM

10/18/10 – Budgets: Police, E.A., Cable, Fire, EMS

10/25/10 – Budgets: Library, Building Maint, Elections, Town Clerk, Build Insp.

10/30/10 – Household Hazardous Waste Day, Hampstead, NH 10am – 2pm

10/31/10 – Trick or Treat 6PM to 8PM

11/1/10 – Budgets: T.A., Recreation, Community Center, Cemetery, Tax Collector

11/2/10 – Budget Committee Meeting 7PM

12/7/10 – LGC Collective Bargaining Training Concord

**W. Friel made a motion to adjourn the regular meeting on October 11, 2010 at 10:04pm.**

**Second: W. Bennett. Vote: 3/0/0.**

Respectfully Submitted,  
Amanda Williams

---

William Friel, Chairman

---

William Bennett

---

Fred Childs

## *Town Administrator's Report*

- 1 **NHLGC Insurance:** Total savings: \$28,450

	<b>Primex 2010 Current</b>	<b>LGC 2011 Proposed</b>	<b>Difference</b>	<b>Percent</b>
<b>Liability</b>	70,478	54,336	16,142	23%
<b>W/C</b>	40,016	29,469	10,547	26%
<b>Unemp.</b>	7,397	5,636	1,761	24%

- 2 **Reminder:** Collective Bargaining training now December 7<sup>th</sup> 2 NHLGC 0900-1600 hours

- 3 **BayRing; Comcast:** Selectmen Bennett

- 4 **Rockingham Community Action:** The loan employee ends 12/31/10 (Ethel Grover)

- 5 **Hardwood Floors at Community Center:** (\$2,304) Dave W, scheduled floors 12/23 12/29 (12/25 & 26 off). The floors will be ready for use on Monday, January 3, 2011.

- 6 **East Road Sprinklers:** Bids coming in (Top Turf)

- 7 **East Road Electrical:** Youngblood

**8 Budget Presentation Schedule to BOS:**

10/18 PD, EA, Cable, FD, EMS

10/25 Lib, Bld, Elections, TC

11/1 TA, Rec, AC, Cemetery, Ta, Maintenance

- 1 Snug Harbour/Coles Way Renaming of driveway (planning issue)
- 2 Sprinklers/Electrical East Road
- 3 Clarification Kimball House Bids
- 4 Energy Efficiency Contract
- 5 Sawyer Pole/Fairpoint-currently being litigated in Rochester over taxation

**Action Items:**

- 1 LGC: Liability, WC and Unemployment. Sign off

### **Department Reports**

**Recreation:** Noriko Yoshida September 27<sup>th</sup> – October 3, 2010

Senior Program: Pizza party held Wednesday, September 29<sup>th</sup>, 12pm – 2pm

Senior Program: Registration for Foxwood Casino Trip on Thursday, November 4<sup>th</sup> at \$20 p/p

Community Center: Live Strong Day – Lance Armstrong Foundation fundraiser held

Saturday, October 2<sup>nd</sup> from 12:30pm – 5pm

Zumba class Wednesday, September 22<sup>nd</sup> continue to 12/15.

***Planning and Zoning Budget Worksheets for 2011***

<b>Town of Atkinson 2011 Budget Worksheet</b>						
		<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	
<b>Account No.</b>	<b>Description</b>	<b>Expended</b>	<b>Expended</b>	<b>Expended</b>	<b>Budget</b>	<b>Exp 6/30</b>
	<i>Highways &amp; Streets</i>					
	<i>Superintendent's Office</i>					
43111.130.01	Road Agent – Summer	19,871	21,046	20,955	17,317	6,78
43111.130.02	Road Agent – Winter	15,196	14,240	14,347	17,317	10,86
43111.210.00	Health Insurance	18,043	19,850	19,692	17,722	13,37
43111.220.00	Fica	2,174	2,188	2,189	2,147	1,08
43111.225.00	Medicare	508	511	512	502	25
<b>Account Total: Superintendents Office</b>		<b>55,792</b>	<b>57,836</b>	<b>57,695</b>	<b>55,005</b>	<b>32,35</b>
	<i>Engineering</i>					
43112.341.00	Telephone	1,130	858	579	1,500	34
43112.390.00	Other Professional Services-engineer	10,117	5,353	9,666	10,000	2,04
43112.410.00	Electricity/General	1,511	1,172	1,194	1,500	70
43112.411.00	Heating Oil/General	2,456	2,326	3,126	3,300	1,24
43112.850.00	Educational Conferences	20	208	560	500	43
43112.860.00	Legal Notices	1,182	3,585	1,886	2,500	43
<b>Account Total: Engineering</b>		<b>16,416</b>	<b>13,501</b>	<b>17,012</b>	<b>19,300</b>	<b>5,20</b>

	<i>Cleaning and Maintenance</i>					
43122.110.01	Labor – Summer	19,586	25,019	28,522	31,454	10,27
43122.110.02	Labor – Winter	19,598	17,404	18,264	24,734	17,54
43122.220.00	FICA	2,057	2,692	2,901	3,484	1,71
43122.225.00	Medicare	481	230	678	815	40
43122.341.00	Radio Maintenance	220	0	0	500	18
43122.430.00	Equipment Repairs	7,014	7,187	5,154	5,000	3,82
43122.630.00	Minor Equipment/Small Tools	1,213	2,114	938	1,200	1,14
43122.635.00	Gas & Oil	5,296	8,379	7,296	8,000	4,47
43122.660.00	Truck Lease	8,885	10,590	14,570	10,590	
43122.680.01	Gravel/Summer	7,407	5,614	6,991	8,000	8,10
43122.680.02	Loam/Summer	874	949	1,116	1,000	3
43122.680.03	Patch Material/Summer & Winter	36,332	8,219	1,421	5,000	6,75
43122.680.04	Culverts	841	1,219	404	3,000	
43122.680.05	Sealers	0	1,948	0	7,500	19
43122.680.06	Other Materials/Summer	2,057	4,598	1,611	2,000	3,11
43122.680.07	Catch Basins	731	3,911	656	3,000	63
43122.680.09	Stone	2,061	708	891	1,850	47
43122.740.00	New Equipment/Summer	279	387	532	1,200	14
43122.740.01	Equipment Rental/Summer	7,585	3,399	6,931	5,000	1,96
43122.820.00	Mileage				3,000	
43122.875.00	Signs/Lines Painting	11,296	9,882	10,812	10,000	9,18
43122.890.00	Contract Labor/Equipment/Summer	17,585	23,741	23,423	25,000	5,07
43122.890.01	Tree Removal	8,800	6,000	2,625	6,000	
	<b>Account Total: Cleaning and Maintenance</b>	<b>154,197</b>	<b>144,587</b>	<b>135,645</b>	<b>167,327</b>	<b>75,23</b>
	<i>Snow and Ice Control</i>					
43125.630.00	Minor Equipment/Winter	3,581	8,436	3,808	7,000	2,95
43125.680.01	Salt/Winter	62,874	62,975	72,068	50,000	37,77
43125.680.02	Sand/Winter	1,116	3,511	1,230	1,500	
43125.740.00	Cutting Edges/Winter	2,319	4,786	3,734	3,000	1,32
43125.890.00	Contract Labor/Equipment/Winter	111,451	110,191	100,198	100,000	55,66
	<b>Account Total: Snow and Ice Control</b>	<b>181,342</b>	<b>189,899</b>	<b>181,038</b>	<b>161,500</b>	<b>97,71</b>
	<b>UNIT TOTAL: HIGHWAY</b>	<b>407,747</b>	<b>405,823</b>	<b>391,390</b>	<b>403,132</b>	<b>210,50</b>
	<i>Street Lights</i>					
43163.410.00	Street Lighting	31,124	34,200	34,772	34,100	17,48
	<b>Account Total: Street Lights</b>	<b>31,124</b>	<b>34,200</b>	<b>34,772</b>	<b>34,100</b>	<b>17,48</b>
	<b>UNIT TOTAL: HIGHWAY</b>	<b>438,871</b>	<b>440,023</b>	<b>426,162</b>	<b>437,232</b>	<b>227,99</b>

**Town of Atkinson 2011 Budget Worksheet**

		2007	2008	2009	2010	
Account No.	Description	Expended	Expended	Expended	Budget	Exp 6/30
	<i>Recycling</i>					
43234.120.00	Custodial	7,133	7,950	7,126	7,265	3,72
43234.220.00	Fica	442	493	442	450	22
43234.225.00	Medicare	103	115	103	105	5
43234.390.00	Other Prof Services	20,418	21,161	20,602	19,000	4,06
43234.625.00	Postage	0	0	0	1	
43234.740.00	Equipment	0	14	0	200	
43234.850.00	Education/Conf	75	170	0	200	
43234.875.00	Signs/Decals	316	0	0	450	
43234.890.00	Contract Labor/Equipment	2,024	2,814	1,565	3,000	1,17
	<b>Account Total: Recycling</b>	<b>30,513</b>	<b>32,717</b>	<b>29,839</b>	<b>30,671</b>	<b>9,24</b>
	<i>Solid Waste Disposal</i>					
43241.390.00	Disposal Contract	516,535	544,082	526,963	570,000	270,40
43241.560.00	Dues/Subs/Memberships	500	500	500	500	32
43241.740.00	New Equipment	0	0	69	3,000	
43241.875.00	Signs	0	0	134	1	
	<b>Account Total: Solid Waste Disposal</b>	<b>517,035</b>	<b>544,582</b>	<b>527,665</b>	<b>573,501</b>	<b>270,73</b>
	<b>GROUP TOTAL: Sanitation</b>	<b>547,548</b>	<b>577,299</b>	<b>557,504</b>	<b>604,172</b>	<b>279,97</b>
	<i>Care of Grounds</i>					
45202.390.00	Professional Service: Care of Grounds	9,168	10,681	12,167	11,500	4,63
45202.730.00	Plantings: Care of Grounds	2,000	2,000	2,000	2,000	2,00
45202.890.00	Contract C of G	16,476	16,700	17,861	22,000	7,15
	<b>Account Total: Care of Grounds</b>	<b>27,644</b>	<b>29,381</b>	<b>32,028</b>	<b>35,500</b>	<b>13,78</b>