

*Town of Atkinson
Board of Selectmen
Meeting Minutes
October 18, 2010*

W. Friel opened the regular meeting of October 18, 2010 at 7:35pm in the Atkinson Town Hall and led all present in the Pledge of Allegiance.

Members Present:

W. Friel, Chairman
W. Bennett
F. Childs

Others Present:

P. Smith, Town Administrator
D. Williams, ACTV
P. Consentino, Chief, Atkinson Police Department
M. Murphy, Chief, Atkinson Fire Department

Approval of Minutes:

Department Head Meeting – September 29, 2010

W. Bennett made a motion to approve minutes from Department Head Meeting of September 29, 2010 as corrected. Seconded: F. Childs. Vote: 3/0/0.

Public Hearing & Regular Meeting – September 27, 2010

W. Bennett made a motion to approve minutes from Public Hearing & Regular Meeting of September 27, 2010 as corrected. Seconded: F. Childs. Vote: 3/0/0.

Workshop Selectman's Meeting – September 15, 2010

W. Bennett made a motion to approve minutes from Workshop Selectman's Meeting of September 15, 2010 as corrected. Seconded: F. Childs. Vote: 3/0/0.

Regular Meeting – October 4, 2010

W. Bennett made a motion to approve minutes from Regular Meeting of October 4, 2010 as corrected. Seconded: F. Childs. Vote: 3/0/0.

Non-Public Meeting – October 11, 2010

W. Bennett made a motion to approve minutes from Non-Public Meeting of October 11, 2010 as corrected. Seconded: F. Childs. Vote: 3/0/0.

Department Heads:

David Williams, ACTV

2011 Budget

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

F. Childs made a motion to accept the 2011 budget as submitted by David Williams, ACTV. Seconded: W. Bennett. Vote: 3/0/0.

Chief Consentino, Chief, Atkinson Police Department
General Announcements

Chief Consentino began by announcing Trick or Treating will be held on Sunday, October 31st from 6:00pm – 8:00pm. There will be a flu clinic held for senior citizens on Friday, October 29th from 10:00am – 2:00pm at the Atkinson Community Center. Residents are welcome to bring insurance information if applicable. The flu shot will cost \$25 - \$30 with no insurance. The DEA has authorized a “drug drop off” to take place on Friday, October 29th at the Community Center. Residents are encouraged to drop off any expired or unwanted prescription drugs.

2011 Budget

Chief Consentino presented a 2011 budget worksheet. Please see attached.

Raises for Police Officers

Chief Consentino made a proposal to the Board to do away with warrant articles for one year in order to allow town employees to receive raises. The Chief went on to explain that if the Board accepted his proposal, he will forgo submitting a \$23,000 warrant article to obtain a second cruiser. The Board will take the Chief’s proposal under advisement.

F. Childs made a motion to take the 2011 budget, submitted by Chief Consentino, under consideration. Seconded: W. Bennett. Vote: 3/0/0.

Assessing:

Veterans Tax Credit

F. Childs made a motion to grant a Veteran’s Tax Credit on map 7, lot 35, 5 Old Coach Road, in the amount of \$500.00 effective 2011: Seconded: W. Bennett. Vote: 3/0/0.

Chief Murphy, Chief, Atkinson Fire Department

2011 Budget

Chief Murphy presented a 2011 budget worksheet. Please see attached.

F. Childs made a motion to take the 2011 budget, submitted by Chief Murphy, under consideration. Seconded: W. Bennett. Vote: 3/0/0.

Warrant Articles

Chief Murphy presented two warrant articles to the Board: To replace the command/rescue unit in the amount of \$40,000 and to raise and appropriate the sum of \$60,000 to be added to the Fire Department capital reserve fund.

Old Business

LGC Contract, Deadline Approaches

W. Bennett made a motion to approve the termination of insurance coverage with Primex, effective end of the year, and contract our insurance needs with LGC for 2011: Seconded: F. Childs. Vote: 3/0/0.

New Business

ACC-MBTA-CRI Committee

Mr. Bennett strongly encourages any resident interested in this topic to sign up for the ACC-MBTA-CRI Committee. There have been a total of 6 applications submitted so far. Mr. Smith will get copies of the applications to the Board.

By-Ways Committee

There have been 8 applications submitted so far.

Q & D Realty Trust (Dunkin' Donuts) Letter of Credit

Town Engineer, Jonathan Bourque, Stantec Consulting Services, Inc., visited the site on July 30, 2010 "...and found that all the punch list items previously identified have been addressed satisfactorily; the site appears to be constructed as shown on the approved design drawings."

W. Bennett made a motion to ask the Treasurer to release \$35,000 of the \$40,000 Irrevocable Standby Letter of Credit #98-68 for the Dunkin' Donuts property on Route 111 (Map 21 Lot 4-2). Second: F. Childs. Vote: 3/0/0.

5% Reduction in Budgets

W. Friel made a motion to freeze the outstanding budgets of all department heads by 5%, of any money that hasn't been encumbered, as of 10/15/10: Seconded: W. Bennett. Vote: 3/0/0.

Town Administrator's Report

See attached

Future Agenda

10/19/10 – DRA Tax Rate setting Tuesday, 11 AM, Town Hall

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

10/29/10 – Atkinson Community Center Flu shots 10am – 2pm

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 18, 2010 at 10:26pm. Seconded: 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

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

- 2 **Reminder:** Collective Bargaining training now December 7th @ NHLGC 0900-1600 hours

- 3 **BayRing; Comcast:** Contract Decision

- 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 in engineers hands (Stantec)

- 7 **East Road Electrical:** Done

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 Energy Efficiency Contract; Pending

- 2 November 6th, Energy Fair Kimball Library 10AM – 1PM

- 3 Decision on current cleaning company

- 4 Release of Dunkin Donuts Letter of Credit: Motion to recommend release of letter of credit. If Road Agent confirms compliance, release the whole 40k.

Action Items:

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

- 2 Pitney Bowes Contract Sign-Off

ACTV Budget Worksheet(s) for 2011

Town of Atkinson 2011 Budget Worksheet					
		2007	2008	2009	2010
Account No.	Description	Expended	Expended	Expended	Budget Exp 6/30

	<i>Cable Operations</i>					
45892.110.00	Staff Salary	8,343	7,020	6,990	8,500	4,23
45892.110.01	Salaries	20,559	22,493	20,509	24,820	14,56
45892.220.00	Fica	1,792	1,830	1,705	2,066	1,12
45892.225.00	Mediare	419	428	399	483	26
45892.341.00	Telephone	1,139	1,129	707	600	39
45892.390.00	Other Prof Services	334	781	978	1,000	46
45892.560.00	Dues/Subs/Memberships	475	454	374	400	36
45892.610.00	Supplies	643	634	653	750	27
45892.630.00	Minor Equipment	2,328	2,933	2,631	3,000	37
45892.850.00	Education/Conferences					
	Account Total: Cable Operations	36,032	37,701	34,947	41,920	22,04

Atkinson Police Station Budget Worksheet(s) for 2011

Town of Atkinson 2011 Budget Worksheet						
		2007	2008	2009	2010	
Account No.	Description	Expended	Expended	Expended	Budget	Exp 6/30
	<i>Police Admin</i>					
42101.110.01	Chief's Salary	22,324	22,414	22,414	22,586	18,100
42101.110.02	Part Time Officers Pay	65,676	77,840	79,497	100,600	61,250
42101.110.03	Full Time Officers Pay (Hourly)	249,239	209,926	189,464	195,916	152,480
42101.110.04	Dispatch	38,416	40,093	37,650	37,982	29,420
42101.110.05	School Crossing Guard	7,094	7,751	7,777	7,786	4,990
42101.110.06	Lt. Salary			52,720	25,000	6,040
42101.110.07	Clerical	13,354	8,696	13,168	14,168	10,950
42101.110.08	Full Time Officers Overtime	23,587	15,058	18,782	25,857	14,850
42101.210.00	Insurance (AD&D)	82,372	62,171	73,718	84,494	64,330
42101.220.00	Fica	9,171	9,766	9,840	11,727	7,760
42101.225.00	Medicare	6,112	5,721	6,090	6,644	4,320
42101.230.00	NH Retirement	29,565	28,063	33,277	38,388	24,340
42101.320.00	Legal Services	18,532	17,362	18,871	19,480	15,730
42101.560.00	Dues/Subs/Memberships	1,733	1,324	6,800	2,210	1,080
42101.820.00	Mileage	87	0	44	250	80
	Account Total: Police Admin	567,261	506,186	570,111	593,088	415,780
	<i>Education/Training</i>					
42104.110.00	Training Instructor pay/Training (payroll)	12,578	10,872	8,246	7,990	4,620
42104.220.00	Fica	304	467	400		110
42104.225.00	Medicare	190	194	122		50
42104.230.00	Retirement	878	694	250		270
42104.850.00	Education/Training (supplies)	7,236	6,095	6,608	9,252	740
	Account Total: Education/Training	21,185	18,322	15,626	17,252	5,800
	<i>Support Services</i>					
42105.341.00	Telephone	11,738	9,088	9,617	12,000	7,180
42105.350.00	Physicals	0	616	375	929	
42105.550.00	Printing & Binding	677	1,144	912	1,126	600
42105.620.00	Office Supplies	7,112	7,549	7,165	7,062	4,190
42105.625.00	Postage	1,368	1,365	883	1,400	1,080
42105.740.00	New Equipment	7,412	4,380	8,375	8,736	1,480
42105.870.00	Uniforms	11,129	12,676	9,719	12,996	5,020
	Account Total: Support Services	39,436	36,819	37,045	44,249	19,580
	<i>Special Details</i>					
42106.110.01	Town Details	4,649	4,911	3,076	5,000	3,060
42106.110.02	Community Service	1,835	1,631			
42106.220.00	Fica	264	273	124		130
42106.225.00	Medicare	91	79	45		40
42106.230.00	Retirement	223	121	138		130
	Account Total: Special Details	7,063	7,014	3,383	5,000	3,360
	<i>Police Building Maintenance</i>					
42107.360.00	Cleaning Service		2,326	1,899	2,980	1,310
42107.410.00	Electricity	6,944	6,319	6,030	7,750	4,170
42107.411.00	Heating Oil	2,568	1,850	3,412	4,200	1,770
42107.430.00	General Maintenance	700	441	785	591	750
42107.640.00	Household Supplies	607	709	633	591	930
42107.810.00	Food	1,710	1,996	2,554	2,323	2,740
	Account Total: Police Building Maintenance	12,529	13,642	15,314	18,435	11,680
	<i>Juvenile</i>					
42108.110.00	Juvenile Officer	1,822	1,103	529	2,691	970

42108.220.00	Fica	79	34	3		2
42108.225.00	Medicare	26	8	8		1
42108.230.00	Retirement	65		57		8
42108.610.00	Juvenile Supplies	2,453	1,823	2,062	2,474	
Account Total: Juvenile		4,445	2,968	2,659	5,165	1,09
<i>Cruiser Maintenance</i>						
42109.220.00	Fica	21				
42109.225.00	Medicare	5				
42109.430.00	Equipment Repairs	2,660	2,431	2,016	2,729	3,23
42109.635.00	Cruiser Gas	35,583	34,185	24	27,000	23,39
42109.660.00	Cruiser Maintenance	13,751	13,968	360	13,370	10,45
42109.680.00	Cruiser Lease Agreements	5,604	5,604	14,344	5,000	5,00
42109.740.00	New Equipment	8,317	2,095	9,548	7,190	4,45
Account Total: Cruiser Maintenance		63,942	58,284	50,269	55,289	46,53
UNIT TOTAL: POLICE DEPARTMENT		715,861	643,235	694,406	738,468	503,84

	<i>Elderly Affairs</i>					
4215.110.01	Elderly Affairs – Payroll	22,154	23,758	25,913	25,001	21,90
4215.220.00	Fica	1,374	1,456	1,696	1,550	1,33
4215.225.00	Medicare	321	340	397	362	31
4215.625.00	Postage				1,000	2
4215.635.00	Vehicle Gas	0	1,768	5,054	4,200	4,57
4215.660.00	Vehicle Maintenance				2,000	29
Account Total: Elderly Affairs		23,849	27,322	33,060	34,113	28,43
UNIT TOTAL: Elderly Affairs		23,849	27,322	33,060	34,113	28,43

Atkinson Fire Department Budget Worksheet(s) for 2011

Town of Atkinson 2011 Budget Worksheet						
		2007	2008	2009	2010	
Account No.	Description	Expended	Expended	Expended	Budget	Exp 6/30
	<i>Public Safety Group</i>					
	<i>Ambulance</i>					
42152.350.00	Ambulance Contract	5,750	0	0	1	
	Account Total: Ambulance	5,750	0	0	1	
	<i>Public Safety Group</i>					
	<i>Fire Admin</i>					
42201.110.01	FD Chief's Salary	8,184	7,965	8,785	9,738	4,41
42201.110.02	FD Officers/Other Personnel	95,729	97,924	83,258	105,000	46,34
42201.110.03	FD Clerk	4,360	3,288	7,528	7,500	6,12
42201.210.00	Insurance (AD&D)	1,808	1,857	0		3,71
42201.220.00	Fica	6,699	6,763	6,941	7,579	3,52
42201.225.00	Medicare	1,567	1,582	1,623	1,772	82
42201.230.00	State Retirement	756	777	884	900	88
42201.341.00	Telephone	5,121	5,447	5,659	6,500	3,38
42201.360.00	Cleaning Service		3,000	2,229	2,500	1,16
42201.410.00	Electricity	9,009	8,569	9,919	10,000	7,03
42201.411.00	Heat	6,366	8,486	6,970	6,000	4,66
42201.430.00	Hydrants/Water Contract	13,000	13,200	18,200	15,000	13,80
42201.560.00	Dues/Subs./Memberships	1,292	864	999	1,000	93
42201.560.01	HazMat District	5,576	5,576	5,649	1	
42201.620.00	Office Supplies	2,313	1,950	1,788	2,500	1,92
42201.625.00	Postage	134	124	335	300	30
42201.850.00	Education/Conferences	12,755	4,635	4,709	7,500	4,71
	Account Total: Fire Admin	174,669	172,005	165,478	183,790	103,75
	<i>Fire Fighting</i>					
42202.110.01	Truck Maintenance/Labor	0	0	0	500	
42202.430.00	Hydrant Maintenance	1,362	2,000	44	2,500	
42202.630.00	Minor Equipment	2,624	1,698	1,022	3,000	1,37
42202.635.00	Gas & Oil	3,396	3,761	2,353	3,500	2,20
42202.660.00	Truck Maintenance	34,710	10,227	24,611	20,000	13,61
42202.680.00	Chemicals	0	1,500	495	1,000	
42202.740.00	New Equipment	12,569	12,114	13,291	13,500	3,01
42202.810.00	Food	1,025	1,501	2,489	1,200	1,24
42202.870.00	Uniforms	7,046	9,005	8,592	10,000	4,39
	Account Total: Fire Fighting	62,732	41,806	52,898	55,200	25,84
	<i>Fire Prevention & Inspections</i>					
42203.110.00	Fire Inspectors	10,805	8,938	6,293	8,000	3,97
42203.220.00	FICA	670	554	390	496	18
42203.225.00	Medicare	157	130	91	116	4
42203.550.00	Printing & Binding	193	180	183	200	25
	Account Total: Prevention & Inspections	11,824	9,801	6,957	8,812	4,45
	<i>Training</i>					
42204.850.00	Instructional Materials	0	190	0	750	
	Account Total: Training	0	190	0	750	
	<i>Communications</i>					
42205.630.00	Minor Equipment/Other Repairs	7,998	10,358	8,749	7,000	3,14
42205.660.00	Truck Lease Agreement	62,391	62,391			

Account Total: Communications		70,389	72,750	8,749	7,000	3,14
<i>Medical Services</i>						
42207.350.00	Physicals	665	1,639	935	2,500	1,96
42207.390.00	Professional Services (Contracts)				3,000	1,52
42207.680.00	Medical Supplies	3,771	4,268	4,230	4,500	2,54
Account Total: Medical Services		4,436	5,907	5,165	10,000	6,02
UNIT TOTAL: FIRE DEPARTMENT		324,050	302,458	239,246	265,552	143,23
<i>Homeland Security</i>						
42901.560.00	Dues/Subs/Memberships	0	0	0	100	
42901.740.00	New Equipment				500	
42901.820.00	Mileage	0	0	0	50	
Account Total: Homeland Security				0	650	
<i>Dispatch</i>						
42992.390.00	Dispatch Contract/Prof. Services	33,075	34,729	36,465	37,158	18,41
Account Total: Dispatch		33,075	34,729	36,465	37,158	18,41