

*Town of Atkinson  
Board of Selectmen  
Meeting Minutes  
October 25, 2010*

**W. Friel opened the regular meeting of October 25, 2010 at 7:38pm in the Atkinson Town Hall and led all present in the Pledge of Allegiance.**

**Members Present:**

W. Friel, Chairman  
W. Bennett

**Others Present:**

P. Smith, Town Administrator  
M. McDonald, Chair, Supervisors of the Checklist  
P. Mangini, Supervisor, Supervisors of the Checklist  
S. Killam, Building Department  
A. Phair, Chair, Kimball Library Trustees  
D. Heer, Director, Kimball Library  
R. Cavalear, Town Clerk  
T. Barbera, Chair, IT Committee  
D. Paquette, Chair, Budget Committee  
T. Stewart, Road Agent

**Approval of Minutes:**

*Regular Meeting – October 11, 2010*

**W. Bennett made a motion to approve minutes from the Regular Meeting of October 11, 2010 as corrected. Second: W. Friel. Vote: 2/0.**

*Regular Meeting – October 18, 2010*

**W. Bennett made a motion to approve minutes from the Regular Meeting October 18, 2010 as submitted. Second: W. Friel. Vote: 2/0.**

**Department Heads:**

*Martha McDonald, Chair, Supervisors of the Checklist*

*Patty Mangini, Supervisor, Supervisors of the Checklist - 2011 Budget*

Ms. McDonald and Ms. Mangini presented a 2011 budget worksheet. Please see attached.

**W. Bennett made a motion to put the 2011 budget as submitted by Ms. McDonald and Ms. Mangini, under consideration. Second: W. Friel. Vote: 2/0.**

*Sue Killam, Building Department - 2011 Budget*

Ms Killam presented a 2011 budget worksheet. Please see attached.

**W. Bennett made a motion to put the 2011 budget as submitted by Ms. Killam, under consideration. Second: W. Friel. Vote: 2/0.**

*Allan Phair, Chair, Kimball Library Trustees*

*Diane Heer, Director, Kimball Library - 2011 Budget*

Mr. Phair and Ms. Heer presented a 2011 budget worksheet. Please see attached. Budget review was continued for discussion at a non-public session scheduled to occur after the Regular Meeting on October 25, 2010.

*Rose Cavalear, Town Clerk - 2011 Budget*

Ms. Cavalear presented a 2011 budget worksheet. Please see attached.

**W. Bennett made a motion to put the 2011 budget as submitted by Ms. Cavalear, under consideration. Second: W. Friel. Vote: 2/0.**

*T. Barbera, Chair, IT Committee 2011 Budget*

Todd presented a 2011 budget worksheet. Please see attached. The Board asked Mr. Barbera to provide further detail on line items presented.

*T. Barbera – Additional Items*

- **Encumbering Money for Computer Room** – Pending Board of Selectmen to sign official form and to work with Fire Department on potential room.
- **Over-expenditure on Hardware Line** – The Board approved Mr. Barbera to over-expend the Hardware line in his budget to purchase Police Department hardware. Mr. Barbera will submit the request form to Mr. Smith for the Board's formal approval.

*David Paquette, Chair, Budget Committee*

- **Budget Spreadsheets** - Mr. Paquette asked the Board to be specific on the design of the budget spreadsheets for next year.
- **Budget Committee Request** - Budget Committee has asked for a complete budget proposal electronically, by Friday, October 29th that does not have to include the Selectmen budget. Selectmen budget can be submitted the following week.
- **Budget Committee Meeting Calendar** - Mr. Paquette will send out a revised Budget Committee meeting calendar to all department heads.
- **Health Insurance** - Mr. Paquette explained that per a recent workshop, the Budget Committee is looking at funding town employee health insurance at 80% as opposed to 100% for single and 90% for family. This issue will be revisited by the Budget Committee.
- **5% Decrease in Budgets** - Mr. Paquette explained the Budget Committee is looking for a 5% decrease on the bottom line of all budgets and in order to achieve that, most of the lines will need to be cut by 8%.

*Ted Stewart, Road Agent*

- **Bill Ashford's Letter of Intent** - Mr. Smith will provide the Board with a finalized letter for signature.
- **Q & D Realty Trust (Dunkin' Donuts) Letter of Credit**  
Road Agent E. Stewart submitted an October 19, 2010, memorandum to the Board of Selectmen (copy attached) stating that there were "...no longer any brush or stumps." on the Dunkin' Donuts property on Route 111 (Map 21 Lot 4-2).

**W. Bennett made a motion to release the remaining \$5,000.00 of the Irrevocable Standby Letter of Credit #98-68. Second: W. Friel. Vote: 2/0/0.**

- **Pro-bark Incorporation** - Mr. Stewart submitted a \$2,500 invoice from Pro Bark Incorporated for grinding at 100 Pope Road. Mr. Smith will provide an updated copy of the invoice.
- **Hall Far Realty Trust** – Request for Bond Release - Mr. Stewart will provide the Board with an engineer's sign off in order to release the bond.
- **Indian Ridge – Bond Release** - Mr. Stewart explained the developer is refusing money. Ms. Snicer will find a letter from the engineer stating all work is complete in order to release a check.
- **Andy Galloway** - Mr. Stewart believes the grass looks good and Mr. Galloway completed

the work. The Board will visit the field and inspect the work.

- **600 infractions in the right-of-way** - The Code Enforcement officer is reviewing the first 100 from East Road to Maple Ave. The list needs to be categorized by level of severity and then decisions will be made on how to handle each category.
- **Meeting with sprinkler landscapers** – Meeting will be scheduled on Tuesday, October 26<sup>th</sup> at around 3:30pm.

### **Old Business**

*Postage Meter Contract/Pitney Bowes*

Mr. Bennett spoke to the Pitney Bowes representative and requested an updated contract to reflect the monthly payment made by the Town in the amount of \$108.47.

### **Town Administrator's Report**

See attached

**W. Bennett made a motion to approve an Administrative Abatement for Map 14 Lot 84-10, 20A Coventry Road, in the amount \$77.78. Second: W. Friel. Vote: 2/0.**

### **New Business**

*ACC-MBTA-CRI Committee*

**W. Bennett made a motion to appoint the following individuals to the Commuter Rail Investigatory Committee: R. Clark of 11 Brendon Road, A. Clark of 11 Brendon Road, A. Bradley of 12 Upland Road, C. Blash of 33 Coventry road, Dave Harrington of 33 Bayberry Drive, R. Cotay, 63 Maple Ave, and J. Demonoco of 36 Overlook Drive. W. Friel. Vote: 2/0.**

**W. Bennett made a motion to create a Selectmen's ex officio position for the Commuter Rail Investigatory Committee to be himself. W. Friel. Vote: 2/0.**

*By-Ways Committee*

**W. Bennett made a motion to appoint the following individuals to the Atkinson By-Way Committee: Carol A. Grant of 19 Crown Hill, Linda Frederickson of 103 Main Street, Linda Jetty of 3 Forest Road, Dan Kimball of 88 Main Street, Steven Lewis of 95 Main Street, Marilyn Prell of 160 Main Street and John Wolters of 5 Hickory Pond Lane. Second: W. Friel. Vote: 2/0.**

Mr. Smith will send a notice to the Committee Members requesting each individual to appear at the Town Hall to become sworn into office.

### **Future Agenda**

10/19/10 – DRA Tax Rate setting Tuesday, 2PM, Town Hall

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

10/29/10 – Prescription

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 go into non-public session under 91-a: 3a on October 25, 2010 at**

**10:00pm. Second: W. Bennett. W. Friel, Yes, F. Childs, Yes, W. Bennett, yes. Roll Call Vote 3-0-0 yes.**

Respectfully Submitted,  
Amanda Williams

---

William Friel, Chairman

---

William Bennett

---

Fred Childs

### *Town Administrator's Report*

- **Reminder:** Collective Bargaining training now December 7<sup>th</sup> @ NHLGC 0900-1600 hours
- **BayRing; Comcast:** Selectmen Bennett
- **Rockingham Community Action:** The loan employee ends 12/31/10 (Ethel Grover) Letters from Town hall
- **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.
- **East Road Sprinklers:** (Top Turf)
- **Budget Presentation Schedule to BOS:**  
10/25 Lib, Bld, Elections, TC  
11/01 TA, Rec, AC, Cemetary, Tax, Maintenance
- **Snug Harbour/Coles Way:** Re-naming of Driveway (Planning issue)
- **Kimball House:** Contract Traynor Glass, need painter
- **Energy Efficiency Contract:** AA, Pre-Meeting being scheduled 10/27/10
- **Highway Rate? Submitted by the R.A:**
- **Authorization fromSAU 55:** Energy Audits
- **Hall farm Realty Trust:** Release of Bond
- **Pro-Bark:** \$2500 to wipe out the current pile. Later burn or get another contractor. The M& R price was 4,000. \$10,000 for the year is a good deal.
- **LGC:** 4 Addendums signature
- **Tax Rate:** Potential Dates

- Meeting with Sprinkle landscapers: Times and dates
- David and Julie Hammond Refund:

### *Election Administration 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>Election Administration</i> |              |              |              |              |              |
| 41403.130.00                                  | Checklist Supervisors          | 4,995        | 4,175        | 1,220        | 2,500        | 1,900        |
| 41403.620.00                                  | Supplies                       | 425          | 235          | 0            | 200          | 0            |
| 41403.625.00                                  | Postage                        | 40           | 166          | 7            | 200          | 0            |
| 41403.740.00                                  | New Equipment                  | 0            | 0            | 0            | 100          | 0            |
| 41403.680.00                                  | Vital Statistics               |              |              |              |              |              |
| <b>Account Total: Election Administration</b> |                                | <b>5,461</b> | <b>4,575</b> | <b>1,227</b> | <b>3,000</b> | <b>2,000</b> |

### *Building Inspections 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>Building Inspections</i> |               |               |               |               |               |
| 42401.110.00                               | Clerk/Secretary             | 832           | 760           | 1,751         | 1,500         | 0             |
| 42401.110.01                               | Code Officer                | 4,707         | 4,915         | 4,989         | 5,000         | 2,700         |
| 42401.110.02                               | Building Inspector          | 21,820        | 19,465        | 20,060        | 18,000        | 13,700        |
| 42401.110.03                               | Plumbing Inspector          | 4,580         | 6,030         | 5,820         | 5,500         | 4,000         |
| 42401.110.04                               | Electrical Inspector        | 13,590        | 11,675        | 9,515         | 10,000        | 7,800         |
| 42401.220.00                               | Fica                        | 2,823         | 2,619         | 2,612         | 2,480         | 1,900         |
| 42401.225.00                               | Medicare                    | 660           | 613           | 611           | 580           | 400           |
| 42401.341.00                               | Telephone                   | 1,511         | 1,482         | 1,594         | 1,650         | 900           |
| 42401.390.00                               | Other Prof Services         | 36            | 0             | 0             | 150           | 0             |
| 42401.620.00                               | Office Supplies             | 1,452         | 500           | 1,113         | 1,500         | 900           |
| 42401.625.00                               | Postage                     | 480           | 48            | 26            | 100           | 0             |
| 42401.740.00                               | New Equip                   | 0             | 0             | 0             | 100           | 0             |
| 42401.820.00                               | Mileage                     | 101           | 66            | 0             | 100           | 0             |
| 42401.850.00                               | Education/Conf.             | 548           | 629           | 386           | 400           | 200           |
| <b>Account Total: Building Inspections</b> |                             | <b>52,707</b> | <b>48,803</b> | <b>48,478</b> | <b>47,060</b> | <b>33,100</b> |

### *Library Admin 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>Library Admin</i> |          |          |          |         |          |
| 45501.110.01                           | Librarian            | 52,010   | 46,761   | 54,995   | 55,000  | 44,400   |
| 45501.110.02                           | Children's Librarian | 33,777   | 34,792   | 34,297   | 34,074  | 27,700   |
| 45501.110.03                           | Aides                | 104,668  | 105,297  | 102,659  | 107,500 | 82,200   |

|                                     |                       |                |                |                |                |              |
|-------------------------------------|-----------------------|----------------|----------------|----------------|----------------|--------------|
| 45501.210.00                        | Health Insurance      | 20,048         | 16,542         | 21,879         | 25,468         | 21,2         |
| 45501.220.00                        | Fica                  | 11,809         | 11,585         | 11,901         | 12,188         | 9,5          |
| 45501.225.00                        | Medicare              | 2,761          | 2,709          | 2,783          | 2,850          | 2,2          |
| 45501.230.00                        | Retirement            | 6,686          | 7,128          | 7,985          | 8,097          | 6,6          |
| 45501.341.00                        | Telephone             | 2,106          | 2,488          | 2,902          | 3,000          | 2,5          |
| 45501.360.00                        | Cleaning Service      |                | 2,292          | 10,630         | 11,700         | 8,2          |
| 45501.410.00                        | Electricity           | 7,256          | 10,572         | 12,905         | 13,200         | 9,8          |
| 45501.411.00                        | Heat                  | 1,583          | 2,566          | 19,883         | 17,500         | 7,8          |
| 45501.560.00                        | Dues/Subs/Memberships | 780            | 448            | 465            | 470            | 3            |
| 45501.610.00                        | Library Supplies      | 4,638          | 5,102          | 4,498          | 4,500          | 3,6          |
| 45501.625.00                        | Postage               | 441            | 366            | 441            | 450            | 3            |
| 45501.670.00                        | Materials of Trade    | 38,866         | 37,920         | 30,000         | 30,000         | 23,9         |
| 45501.740.00                        | Equipment/Maintenance | 3,669          | 2,933          | 3,600          | 6,600          | 4,0          |
| 45501.820.00                        | Mileage               | 979            | 1,226          | 999            | 1,000          | 8            |
| 45501.850.00                        | Education/Conferences | 2,015          | 1,145          | 2,509          | 2,500          | 1,2          |
| <b>Account Total: Library Admin</b> |                       | <b>294,094</b> | <b>291,871</b> | <b>325,333</b> | <b>336,097</b> | <b>256,8</b> |
| <i>Library Misc.</i>                |                       |                |                |                |                |              |
| 45502.390.00                        | Other Prof Service    | 1,609          | 9,204          | 9,987          | 11,000         | 8,7          |
| 45502.630.00                        | Minor Equipment       |                |                |                |                |              |
| 45502.640.00                        | Custodial Supplies    | 155            | 577            | 901            | 900            | 5            |
| 45502.730.00                        | Computer Software     | 751            | 5,364          | 3,000          | 3,000          | 4            |
| 45502.740.00                        | Computer Hardware     | 3,502          | 625            | 652            | 650            | 3            |
| 45502.810.00                        | Water                 | 484            | 900            | 3,009          | 3,500          | 2,3          |
| <b>Account Total: Library Misc.</b> |                       | <b>6,501</b>   | <b>16,669</b>  | <b>17,549</b>  | <b>19,050</b>  | <b>12,5</b>  |
| <b>UNIT TOTAL: LIBRARY</b>          |                       | <b>300,595</b> | <b>308,540</b> | <b>342,882</b> | <b>355,147</b> | <b>269,3</b> |

### *IT 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>Computers</i>     |               |               |               |               |             |
| 41506.430.00                           | Main/Support/Upgrade | 12,619        | 21,819        | 15,056        | 23,112        | 13,9        |
| 41506.730.00                           | Software             | 5,226         | 3,658         | 7,059         | 6,200         | 4,1         |
| 41506.740.00                           | Hardware             | 7,345         | 2,625         | 8,781         | 4,860         | 5,4         |
| 41506.890.00                           | IT Services          | 10,410        | 12,884        | 6,525         | 19,800        | 16,5        |
| <b>Account Total: Computers</b>        |                      | <b>35,600</b> | <b>40,986</b> | <b>37,422</b> | <b>53,972</b> | <b>40,1</b> |