

*Town of Atkinson  
Board of Selectmen  
Meeting Minutes  
November 22, 2010*

**W. Friel opened the regular meeting of November 22, 2010 at 7:32pm 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  
T. Dziechowski, Chair, Conservation Committee  
D. DeSimone, Tax Collector

**Department Budget Presentation:**

*Tim Dziechowski, Chair, Conservation Committee*

Mr. Dziechowski discussed the need to hire a recording clerk to take minutes for the Conservation Committee at a reasonable rate, which will affect his budget. Mr. Dziechowski then presented a 2011 conservation budget worksheet. Please see attached:

**W. Bennett made a motion to take the conservation committee's budget under consideration at a total of \$7,997. Second: F. Childs. Vote: 3/0/0.**

**Department Heads:**

*Police Chief Retirement Presentation to Officer A. Lopez*

The Board presented a certificate of appreciation to Officer A. Lopez for recognition of over 30 years of service with the Atkinson Police Department.

*Phil Smith, Town Administrator – 2011 Building Maintenance Budget*

Mr. Smith presented a 2011 Building Maintenance budget worksheet. Please see attached:

**W. Bennett made a motion to take the General Government Building's budget under consideration at a total of \$92,663. Second: F. Childs. Vote: 3/0/0.**

*D. DeSimone, Tax Collector*

Ms. DeSimone announced the second half of the tax bills were at the post office on Saturday and in resident's mail boxes on 11/22/10. The due date is on December 22<sup>nd</sup> – one day earlier than last year. Ms. DeSimone went on to express her appreciation of her hard working assistants and that she could not have gotten the job done without them.

**Old Business**

*Postage Meter Contract*

**W. Bennett made a motion to approve the contract as currently submitted by Pitney Bowes for the coming year. Second: F. Childs. Vote: 3/0/0.**

Mr. Smith will reference the email from the Pitney Bowes representative to confirm necessary action items. Two copies will be mailed back to Pitney Bowes.

*Encumbrances: East Road recreation Area \$66,490.61 (expended \$11,490.39)*

Mr. Friel expressed concerned about the clarity of the line memos. Mr. Friel will speak to Sandra about what he needs.

*County Attorney Contract*

**W. Bennett made a motion to accept the county attorney contract for local prosecution and district court in the amount of \$3,969. Second: F. Childs. Vote: 3/0/0.**

*Woodlands of Atkinson Road Bond Relation*

Mr. Smith explained he reviewed minutes from 2003 – 2004 and contacted former Selectmen, Brian Boyle who explained there is not a reason to hold the remaining amount because the issue was not brought before the board.

**W. Bennett made a motion to approve the release of the Woodlands of Atkinson Road bond in the sum of \$9,893.88 plus interest. Second: F. Childs. Vote: 3/0/0.**

*Jameson Hill Road Bond Release*

Mr. Smith announced Ted Stewart has authorized this work to be completed.

**W. Bennett made a motion to authorize the treasurer to release the remaining balance in passbook #8722448508 held by bank north 1,000 cash bond. Second: F. Childs. Vote: 3/0/0.**

*M&K Sprinkler Contract for East Road Phase II*

Mr. Smith made recommendation to use M&K based on the competitive bid process and the needs of Atkinson. Mr. Smith explained this was the lowest bid.

**W. Bennett made a motion to approve the sprinkler contract for east road phase 2 in the amount of 14,500 to be awarded to M&K Sprinkler. Second: F. Childs. Vote: 3/0/0.**

*ACRI Committee Meeting*

Mr. Bennett updated the group on the recent ACRI Committee Meeting. Kathy Blash sent the meeting minutes to Mr. Bennett. There were various issues assigned to different committee members. Dave Harrigan was elected Chairman.

**Town Administrator's Report:**

*See attached.*

**F. Childs made a motion to extend the contract for Mason & Rich for \$8,900 for the financial section of the accounting. Second: W. Bennett. Vote: 3/0/0.**

**New Business:**

*Atkinson Scenic By-Ways Motion:*

Mr. Bennett explained Mrs. Grant has misread the statute. Mr. Bennett will follow up with Mrs. Grant.

*Longevity Increase*

A request for a longevity increase for an employee came before the Board. Mr. Bennett explained that a motion passed by a previous Board of Selectmen authorized pay increases on the 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, and 20<sup>th</sup> anniversary of employment even when a wage freeze was in effect. The Board signed off on the increase.

*Announcement:*

Mr. Childs announced Sandra would like all payroll and vouchers to be in on the 20<sup>th</sup> of December. Mr. Childs also announced the Atkinson Tree Lighting on Dow Common will be held on Sunday, November 28<sup>th</sup> at 5:00pm and the Atkinson Country Club tree lighting will be held on December 2<sup>nd</sup>.

**W. Bennett made a motion to go into a non-public session under RSA 91-A:3 II (e), litigation, on November 22, 2010 at 8:50pm. Votes: F. Childs, yes, W. Bennett, yes, W. Friel, yes. Vote: 3/0/0.**

**Return to Public Session:**

W. Friel made the motion to return to public session at 9:30p.m. Second: B. Bennett. Vote: 3/0/0.

**W. Friel made the motion to adjourn the Regular Meeting of November 22, 2010 at 9:31pm. Second: F. Childs. W. Bennett, Vote: 3/0/0.**

Respectfully Submitted,  
Amanda Williams

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William Friel, Chairman

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William Bennett

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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.
- **Budget Presentation Schedule to BOS:** Postponed Cemetery, Maintenance
- **Kimball House:** Painting estimate pending
- **Hall farm Realty Trust:** Release of Bond was released by engineers a long time ago, Release authorization from Keach and Nordstrom now attached. Nothing in the minutes 2003 & 2004.

- **LGC:** Tom Dunn contacted contract completed.
- **Street renumbering/renaming:** Safety Commission being formed
  - Washington Road
  - Coventry Road
  - Sign items: Remainder of LGC contract
  - Extend Mason & Rich Accounting Contract and review auditing options.

Bond release letter, Ridgeview, Galloway

Pitney Bowes Contract

Newer Version of Prosecution Contract

Slice Seeding Invoice

Paul Dimaggio Jr. (Rockingham Planning Commission) Resignation ***Conservation  
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>Conservation</i>					
46111.390.00	Other Prof Services	750	1,500	1,650	2,000	2,000
46111.550.00	Printing/Binding	400	1,100	400	200	200
46111.560.00	Dues/Subs/Memberships	300	350	325	325	325
46111.620.00	Supplies	120	120	100	100	100
46111.625.00	Postage	400	400	100	100	100
46111.650.00	Care of Grounds/Field Mowing	2,700	2,300	3,000	3,000	2,400
46111.740.00	New Equipment/Maintenance	100	100	100	100	200
46111.820.00	Mileage	25	25			
46111.840.00	Special Programs	250	250	300	250	500
46111.850.00	Education/Conferences	100	100	100	100	100
46111.875.00	Signs	400	400	500	400	200
<b>Account Total: Conservation</b>		<b>5,545</b>	<b>6,645</b>	<b>6,575</b>	<b>6,575</b>	<b>6,100</b>

***Building Maintenance Budget Worksheet(s) for 2011***

Town of Atkinson 2011 Budget Worksheet						
		2007	2008	2009	2010	
Account No.	Description	Expended	Expended	Expended	Budget	Exp 10/31

	<i>Town Hall Repairs &amp; Maint.</i>					
41941.110.00	Maintenance Supervisor	18,296	16,711	16,208	15,990	13,200
41941.210.00	Health Insurance	1,671			0	
41941.220.00	Fica	1,134	1,036	1,005	991	800
41941.225.00	Medicare	265	242	235	232	190
41941.341.00	Telephone	382	385	348	400	190
41941.360.00	Cleaning Service	4,710	4,015	2,976	4,380	4,400
41941.390.00	O.P.S –Pest Control/Alarm/Sprinkler	607	1,456	1,566	1,400	700
41941.410.00	Electricity	11,824	13,712	13,204	13,700	10,700
41941.411.00	Heat	2,150	12	0	1,000	
41941.413.00	Septic System	150	200	175	250	200
41941.430.00	General Maintenance	32,517	26,281	31,839	8,000	5,800
41941.430.01	Equipment Repairs	5	0	557	600	
41941.640.00	Household Supplies	450	325	455	500	300
41941.690.00	Miscellaneous	120	426	461	300	200
41941.720.00	Mechanical	0	296	368	300	300
41941.740.00	New Equipment	0	139	0	150	300
41941.810.00	Food/bottled water	692	487	523	700	400
41941.820.00	Mileage	1,103	2,261	2,235	2,100	1,000
	<b>Account Total: Town Hall</b>	<b>76,077</b>	<b>67,985</b>	<b>72,155</b>	<b>50,993</b>	<b>39,100</b>
	<i>Town Garage</i>					
41942.412.00	Well Test & Alarm System	575	296	383	550	300
41942.430.00	General Maintenance	1,645	2,967	381	5,000	2,900
	<b>Account Total: Town Garage</b>	<b>2,220</b>	<b>3,263</b>	<b>764</b>	<b>5,550</b>	<b>3,200</b>
	<i>Police Station</i>					
41943.390.00	Other Professional Services	879	1,006	902	900	1,000
41943.430.00	General Maintenance	4,743	2,904	2,327	3,250	1,500
	<b>Account Total: Police Station</b>	<b>5,623</b>	<b>3,910</b>	<b>3,229</b>	<b>4,150</b>	<b>2,500</b>
	<i>Fire Station</i>					
41944.390.00	O.P.S. Alarm System	1,348	2,797	1,773	1,700	1,700
41944.413.00	Septic System	220	200	268	250	
41944.430.00	General Maintenance	2,210	3,317	4,891	11,000	2,800
	<b>Account Total: Fire Station</b>	<b>3,778</b>	<b>6,313</b>	<b>6,931</b>	<b>12,950</b>	<b>4,600</b>
	<i>Library</i>					
41945.390.00	Other Professional Services	545	514	753	1,000	1,100
41945.413.00	Septic System	150	0	250	250	
41945.430.00	General Maintenance	1,366	555	817	900	1,100
	<b>Account Total: Library</b>	<b>2,062</b>	<b>1,069</b>	<b>1,820</b>	<b>2,150</b>	<b>1,300</b>
	<i>Kimball House</i>					
41946.390.00	O.P.S. Alarm/Pest Control/Mechanical	645	659	479	600	600
41946.410.00	Electricity				750	300
41946.411.00	Heat	2,791	3,200	1,303	2,000	1,500
41946.430.00	General Maintenance	15,216	1,989	1,399	1,800	1,500
	<b>Account Total: Kimball House</b>	<b>18,653</b>	<b>5,848</b>	<b>3,181</b>	<b>5,150</b>	<b>4,000</b>
	<i>Wdpk – Hearse House</i>					
41947.413.00	Septic System/Wdpk – Pavilion	293	0	250	250	
41947.430.00	General Maintenance/Wdpk – Pope	1,140	1,046	772	1,250	500
41947.430.01	General Maintenance/Hearse House	736	2,200	17	200	
	<b>Account Total: Wdpk – Hearse House</b>	<b>2,168</b>	<b>3,246</b>	<b>1,039</b>	<b>1,700</b>	<b>600</b>
	<i>Community Center</i>					
41948.390.00	O.P.S. – alarm/pest/mech/repairs	700	1,319	1,714	1,000	800
41948.413.00	Septic System	180	200	400	400	
41948.430.00	General Maintenance	1,684	2,385	2,569	2,500	1,500
	<b>Account Total: Wdpk – Community Center</b>	<b>2,564</b>	<b>3,904</b>	<b>4,683</b>	<b>3,900</b>	<b>2,500</b>
	<i>Family Mediation</i>					
41949.390.00	Other Professional Services	150	513	552	600	500
41949.430.00	General Maintenance	61	340	196	600	200

<b>Account Total: Family Mediation</b>		<b>211</b>	<b>853</b>	<b>748</b>	<b>1,200</b>	<b>8</b>
	<i>Conservation: East Road Building</i>					
41950.430.00	General Maintenance	0	0	0	1	
<b>Account Total: Conservation</b>					<b>1</b>	
<b>UNIT TOTAL: GEN. GOV. BUILDINGS</b>		<b>113,356</b>	<b>96,393</b>	<b>95,549</b>	<b>87,744</b>	<b>59,1</b>