

*Town of Atkinson
Board of Selectmen
Meeting Minutes
December 13, 2010*

Open Meeting: Chairman W. Friel opened the Regular Meeting of the Atkinson Board of Selectmen at 7:10 PM on Monday, December 13, 2010, in the Atkinson Town Hall.

Members Present:

W. Friel, Chairman
W. Bennett
F. Childs

Others Present:

P. Smith, Town Administrator

Non-Public Session:

W. Bennett made a motion to go into Non-Public Session under RSA 91-A: 3 II. (a) for the purpose of discussing personnel issues. Second: F. Childs. Vote: W. Bennett – yes, F. Childs – yes, W. Friel – yes.

W. Friel returned to the Regular Meeting of December 13, 2010 at 7:38pm in the Atkinson Town Hall and led all present in the Pledge of Allegiance.

Approval of Minutes:

Regular Meeting Minutes – November 29, 2010

Mr. Bennett made a motion to accept the minutes from the Regular Meeting of November 29, 2010 as submitted. Second: F. Childs. Vote: 3/0/0.

Workshop Meeting Minutes – November 29, 2010

Mr. Bennett made a motion to accept minutes from the Selectmen’s Workshop Meeting of November 29, 2010 as corrected. Second: F. Childs. Vote: 3/0/0.

Assessing: Bids

2011 Assessing Proposals:

R.B. Wood & Associates, LLC recently submitted a proposal in the amount of \$39,184 for 2011 assessing. The proposed amount includes \$32,184 for assessing and \$7,000 for an update. Mr. Smith presented an email submitted by Rod Wood of R.B. Wood & Associates, detailing the work included in the \$7,000 update. Per the Selectmen’s request, Mr. Smith will request a contract from Rod Wood that covers the next 5 years. Mr. Smith also included in the packets breakouts from other vendors and will request a contract from those vendors as well.

Oil & Propane Bids.

Mr. Friel explained how a bid was recently sent out to 12 companies and only 2 responded (Palmer and Difeo). Mr. Smith included a table in the packets breaking out the costs of heating oil and propane for each vendor:

Mr. Bennett made a motion to award the Heating Oil and Propane contract for calendar

year

January 1, 2011 – December 31, 2011 to Difeo Oil for a price of \$2.85 per gallon for Heating Oil and \$2.15 per gallon for Propane which includes a free cleaning. Second: F. Childs. Vote: 3/0/0.

Town Administrator's Report:

Mr. Smith, Town Administrator

Please see attached.

Mr. Bennett made a motion to encumber Conservation Committee budget line 46111.390.00 in the amount of \$1,360 as well as budget line 46111.840.00 in the amount of \$500.00 for a total of \$1,860 to be carried over to the calendar year of 2011. Second: F. Childs. Vote: 3/0/0.

Old Business:

IT Policy

Mr. Smith will confirm the IT Policy recently submitted by Todd Barbera includes all edits/changes made by Mr. Bennett.

NH Municipal Association LGC – Invoice

Mr. Bennett made a motion to approve the payment of \$5,136.35 to the NH Municipal Association, LLC for dues for calendar year 2011. Second: F. Childs. Vote: 3/0/0.

Request from the Road Agent

Mr. Smith will ask Mr. Stewart to submit an explanation in writing of money needed in addition to the already budgeted amount of \$12,000 for work performed by Pro-bark.

Announcements:

Mr. Bennett requested Mr. Smith to include upcoming dates of school board hearings and budget committee meetings on the agendas to keep residents informed. Mr. Childs announced there will be a Deliberative Session on Thursday, February 10th with a snow date of February 11th. There will also be a Deliberative Session II - Voting on Tuesday, March 8th.

Future Agenda:

1/5/11 – Atkinson E-911 Commission Meeting Town Hall, 3PM

2/5/11 – Deliberative Session Dyke Auditorium 10am – snow date will be held on 2/12 at 10am.

W. Bennett made a motion to go into a non-public session under 91-A:3 II (a) personnel issues. Second: F. Childs. Vote: 3/0/0. Roll Call Vote: Mr. Bennett – Yes, Mr. Childs - Yes, Mr. Friel -Yes.

W. Friel made the motion to return to the Regular Meeting of the Board of Selectmen on December 13, 2010 at 9:01PM, in the Atkinson Town Hall. Second: F. Childs; W. Bennett. Vote 3/0/0.

W. Bennett made the motion to adjourn the Regular Meeting on December 6, 2010 at 9:02PM at Town Hall. Second: F. Childs; W. Friel. Vote 3/0/0.

Respectfully Submitted,
Amanda Williams

Town Administrator's Report

- 1 **BayRing:** Selectmen Bennett
- 2 **Rockingham Community Action:** The loan employee ends 12/31/10 (Ethel Grover) Letters from Town hall
- 3 **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. Recreation Invoiced.
- 4 **Budget Presentation Schedule to Budget Committee:** December 7 Review/Adjust; December 14 Review/Adjust; January 11 Final Budget Review, Set Revenue, Review Warrants, MS-7; January 13 Vote Warrant Recommendations, January 18 Public Hearing, Re-Vote Recommendation for changed warrants.
- 5 **Kimball House:** Painting estimate pending (A. Mason)
- 6 **Police Department Chimney repair:** \$2,500
- 7 **Street Renumbering/Renaming: Safety Commission:** Town Administrator, a member of the Board of Selectmen, the Emergency Management Director, Fire Chief, Police Chief, EMS Chief, Code Enforcement Officer and the Road Agent, Meeting 1/5.
- 8 **CDBG:** Adoption needs (3)
 - Town Financial Auditing options. Bids due by 12/20/10
 - Slice seeding invoice submitted to highway to re-submit
 - Principal Insurance Article 25 AD&D

Conservation

We are negotiating a gift of land to the town through a charitable trust. The trust has enough funds to buy the land but can't afford surveying and setting monuments. The conservation commission would have to do this, which will probably happen sometime in the December – January timeframe. We would like to encumber the unexpended part of our professional services line 46111.390.00 and special programs line 46111.840.00 to pay for this, if the gift happens as planned the surveying bill won't come in until after Sandra's December cutoff date. Current balances: 46111.390.00 conservation professional services \$1360 (approximate, waiting for the bill for December minutes)

46111.840.00 conservation special programs \$500.00.

Assessing: Update Breakdown from MRI, (90,000)

The update cost is \$90,000 only if that is the only service provided.