

*Town of Atkinson
Board of Selectmen
Meeting Minutes
December 20, 2010*

W. Friel opened the regular meeting of the Atkinson Board of Selectmen on December 20, 2010 at 7:46pm 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
E. Stewart, Road Agent

Assessing (Abatements):

**F. Childs made a motion to grant an abatement on Map 6/Lot 69 - 9 Twin Oaks Drive.
Second: W. Bennett. Vote: 3/0/0.**

**F. Childs made a motion to grant abatement on Map 13/Lot 1-17A – 38 Steeple View Drive.
Second: W. Bennett. Vote: 3/0/0.**

Old Business:

IT Policy

Mr. Bennett made a motion to approve the IT Policy and Procedures for the Town of Atkinson – Version 7, dated 10/18/10. Second: F. Childs. Vote: 3/0/0.

Lawn Care:

Mr. Smith presented bids received to the Selectmen. Per the Selectmen's request, Mr. Smith will review the bids with Mr. Stewart.

Care of Grounds:

Mr. Smith presented bids received to the Selectmen. Per the Selectmen's request, Mr. Smith will review the bids with Mr. Stewart.

Town Administrator's Report:

Mr. Smith, Town Administrator

Please see attached.

New Business:

Emergency Lanes

Mr. Smith will schedule a public hearing to review this issue on January 03, 2011.

Leave of Absence

Mr. Stewart explained his employee, Brian Klimaszewski, has requested a leave of absence from December 1, 2010 through April 1, 2011 due to medical and personal reasons. Mr. Stewart encouraged the Board to accept this request as Mr. Klimaszewski is a good employee. The Board approved Mr. Stewart to hire a temporary employee to cover Mr. Klimaszewski's position

during the leave of absence.

Mr. Bennett made a motion to accept Mr. Klimaszewski's request for leave of absence until April 1, 2011. Second: F. Childs. Vote: 3/0/0.

Recycling – Budget Line 43234.390.00

Mr. Stewart requested the Selectmen to restore the budget line from \$12,000 to the proposed amount of \$19,000 for removal of the brush pile at the transfer station. Selectmen agreed with this change and will put a request in writing to the Budget Committee.

Street Signs for Woodlock Park Lane

A request was submitted to the Selectmen requesting the street sign at Woodlock Park Lane be put on a normal sign poll at the intersection. Mr. Stewart explained he is in the process of putting all street signs at the top of stop signs and will fulfill this request using this method.

Future Agenda:

1/05/11 – Atkinson E-911 Commission Meeting Town Hall, 3PM

1/11/11 – Public Hearing/Proposed Budget and Bond Issues School District

1/12/11 – Department Head Meeting 3PM Town Hall

1/19/11 – AYBB/BOS/Recreation Meeting 6PM Town Hall

2/05/11 – Deliberative Session Dyke Auditorium 10am – snow date will be held on 2/12 at 10am.
(snow date 2/12)

2/10/11 – Deliberative Session I Performing Arts Center 7PM (Snow Date: 2/11/11)

3/08/11 – District Voting Session II (Registration at the Atkinson Community Center) 7am – 8pm (tentative)

Non-Public Session:

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

Return to public session at 9:31PM

W. Bennett made the motion to adjourn the Regular Meeting of the Atkinson Board of Selectmen on December 20, 2010 at the Atkinson Town Hall at 9:32PM. Second: F. Childs; W. Friel. Vote 3/0/0.

Respectfully Submitted,
Amanda Williams

William Friel, Chairman

William Bennett

Fred Childs

Town Administrator's Report

- 1 **BayRing:** Selectmen Bennett
- 2 **Department Head Meeting** – January 12, 3pm – Town Hall
- 3 **Rockingham Community Action:** The loan employee ends 12/31/10 (Ethel Grover) Letters from Town hall
- 4 **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.
- 5 **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.
- 6 **Kimball House:** Painting estimate pending (A. Mason)
- 7 **Police Department Chimney repair:** \$2,500
- 8 **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.
- 9 **CDBG:** Adoption needs (2) being reviewed by Finance and Treasurer
 - 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
 - IT Policy, PD UPS: I'll have to review the IT Policy to see if the changes are all there. As to the PD UPS's, I received an email from Bill Bennett saying he was okay with it once he realized it was for multiple UPS's and not a single UPS. This is something I spoke to before the Board during one of their meetings. Basically the PD wants to get their PC's and server on UPS's so that they will stay up long enough for the generator to take over in the event of a power outage. I found Bill Bennett's email with his requests and verified that the changes were made. The only other change was in section 1.2 in which "elected officials" was added to the list of those expected to be in compliance with the policy. From the document.

“Individuals expected be in compliance with this policy are those who have access to any municipal asset as described above. This includes town employees (both full and part time), volunteers, and elected officials, appointed officials, contractors and sub contractors.”