

*Town of Atkinson
Board of Selectmen
Meeting Minutes
December 27, 2010*

W. Friel opened the regular meeting of December 27, 2010 at 7:48pm 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
J. Sapia, Resident
A. Phair, Chair, Kimball Library Trustees
H. Galloway, Vice Chair, Kimball Library Trustees

Assessing – 5 – Year Bids

The Selectmen reviewed proposals from KRT Appraisal, Cross Country Appraisal Group, and R.B. Wood & Associates.

W. Bennett made a motion to accept Rod Wood’s bid for the Assessing Services Contract as submitted on December 21, 2010 based on the attached cost/payment schedule (see attached). Second: F. Childs. Vote: 3/0/0

Appearances

Alan Phair, Chair and Kay Galloway, Vice Chair, Kimball Library Trustees

Mr. Phair and Ms. Galloway approached the Selectmen to approve a sum of approximately \$50,000, half of which, but not more than \$25,000, shall come from the Kimball Library Capital Reserve fund, to purchase, prepare site, and install a propane generator. The remaining \$25,000 or more will come from an anonymous benefactor. The remaining \$25,000 or more left in the Kimball Library Capital Reserve fund will be turned over to the town to be used to reduce the bond on the Kimball Library therefore creating a net reduction of the proposed interest owed on the bond by the taxpayers. In the event of an emergency where there is loss of heat/electricity, the Library could act as a great resource to residents. Mr. Phair handed a copy of a proposal to the Selectmen. Discussion occurred around the warrant article and how it should be conditioned upon the donation of everything above \$25,000.

Town Administrator’s Report:

Mr. Smith, Town Administrator
Please see attached.

Old Business:

F. Childs made a motion to reject all bids submitted for Auditing. Second: W. Bennett. Vote: 3/0/0

W. Bennett made a motion to encumber the balance of \$6,500 from warrant article 2009-16 for the 2011 budget. Second: F. Childs. Vote: 3/0/0

Bayring Contract

Mr. Smith will ensure the Bayring contract includes the needs of the Kimball Library.

Town Hall Rear Door

F. Childs made a motion to encumber \$2,000 out of budget line 41911.443.00 for the purpose of replacing the rear door of the town hall. Second: W. Bennett. Vote: 3/0/0

Atkinson Historical Society

Mr. Smith will contact the Atkinson Historical Society to ensure all building improvements and bids are put before the Selectmen for approval.

Webelos

Mr. Friel explained the Webelos have requested the Selectmen to hold a presentation on town government. Mr. Smith will set the date.

New Business:

Warrant articles:

The Selectmen reviewed a list of proposed 2011 warrant articles in preparation for the Budget Committee on January 11th.

Mr. Friel added the following items to the warrant article list:

1. Town Hall Sidewalks (Mr. Sapia recommended using a brick material and will be available for further consultation on this project)
2. Maintenance at the community center.
3. Town Hall fire protection
4. Town Hall generator

Future Agenda:

1/5/11 – 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

2/5/11 – Deliberative Session Dyke Auditorium 10am

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

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

Announcements

Town Hall will be closed on 12/31/10.

W. Bennett made a motion to adjourn the Regular Meeting of December 27, 2010 at 9:29pm.

Second: F. Childs. Vote: 3/0/0

Respectfully Submitted,
Amanda Williams

William Friel, Chairman

William Bennett

Fred Childs

R.B. Wood & Associates, LLC

Cost/Payment Schedule

1 The cost of the proposed service

- In 2011 shall be \$32,184.00 annually;
- In 2012 shall be \$32,184.00 annually;
- In 2013 shall be \$33,384.00 annually;
- In 2014 shall be \$33,384.00 annually;
- In 2015 shall be \$35,184.00 annually;
- In 2016 shall be \$35,184.00 annually.
- This fee is for the complete annual service work as stated in Section 3.1 through Section 3.7 of the proposal. The fees as stated are all inclusive of all expenses.

2 Payments shall be made monthly pursuant to invoice terms

3 An update of values is necessary for 2011; a separate contract is needed in the amount of \$7,000

5 An update of values will be necessary in 2016; a separate contract will be needed in the amount of \$10,000 *Town Administrator's Report*

1 Auditing Options: Vachon and Clukey \$12,436 Audit

- 2 **Encumber:** Remaining funds from PD Generator \$6,500
- 3 **Department Head Meeting** – January 12, 3pm – Town Hall
- 4 **Rockingham Community Action:** The loan employee ends 12/31/10 (Ethel Grover) has been extended for three months till March.
- 5 **Hardwood Floors at Community Center:** (\$2,304) Started floors 12/23 – 12/29 (12/25 & 26 off). The floors will be ready for use on Monday, January 3, 2011. Recreation invoiced.
- 6 **Budget Presentation Schedule to Budget Committee:** January 11 – final budget review, set revenue, review warrants, MS-7; January 13th – Vote Warrant Recommendations, January 18th – public hearing, re-vote recommendation for changed warrants.
- 7 **Kimball House:** Painting estimate pending (A. Mason) 30k Jeff areas, the owner of Odds & Ends Painting Services in Hampstead who did the Hampstead Meeting House just prior to our meeting. He looked over the house and gave me an estimate (in writing) that was &7,975.00.
- 8 **Police Department Chimney repair:** \$2,500 on hold
- 9 **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.
- 10 **CDBG:** Adoption needs (2) being reviewed by Finance and Treasurer
- 11 **CDBG (Community Development Block Grant)**
- 12 About the Program – The CDBG program works to ensure decent affordable housing, to provide services to the most vulnerable in our communities, and to create jobs through the expansion and retention of businesses. CDBG is important tools for helping local governments tackle serious challenges facing their communities. The CDBG program has made a difference in the lives of millions of people and their communities across the nation.
- 13 The annual CDBG appropriation is allocated between states and local jurisdictions called “non-entitlement” and entitlement” communities respectively. Entitlement communities are comprised of central cities of Metropolitan Statistical Areas (MSAs); metropolitan cities with populations of at least 50,000; and qualified urban counties with a population of 200,000 or more (excluding the populations of entitlement cities). States distribute CDBG funds to non-entitlement localities not qualified as entitlement communities.
- 14 HUD determines the amount of each grant by using a formula comprised of

several measures of community need, including the extent of poverty, population, housing overcrowding, age of housing, and population growth lag in relationship to other metropolitan areas.

15 Jeff Ares, the owner of Odds & Ends Painting Services in Hampstead who did the Hampstead Meeting House just prior to our meeting. He looked over the house and gave me an estimate (in writing) that was \$7,975.00. It was broken down as follows:

1. Building & Trim: Extensive Sanding & Scraping including some windows that needed glazing = \$2,000
2. Primer Coat of House (Labor) = \$2,000
3. Top Coat of House (Labor) = \$3,000
4. Materials Primer approx 8 gallons @ \$25 gal = \$200
5. Materials Second Coat California Paint while @ 45 gal = \$675
6. Calking/putty = \$100
7. Disposal fee for lead paint (need to review) will check rate if we get back to him that we are interested.

The total as you can see exclusive of any fee for lead paint disposal which he said probably would not be more than \$500 was \$7,975 broken down as \$7,000 for labor and \$975 for materials.