

*Town of Atkinson
Board of Selectmen
Meeting Minutes
February 7, 2011*

W. Friel opened the Regular Meeting of Monday, February 7, 2011 at 7:36pm 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
Honorable C. Morse, NH State Senator
D. Williams, ACTV

Approval of Minutes

Regular Meeting December 27, 2010

W. Bennett made the motion to approve minutes from Regular Meeting of December 27, 2010 as corrected. Second: F. Childs. Vote: 3/0/0.

Public Hearing/Regular Meeting January 3, 2011

W. Bennett made the motion to approve minutes from Regular Meeting of January 3, 2011 as corrected. Second: F. Childs. Vote: 3/0/0.

Regular Meeting January 10, 2011

W. Bennett made the motion to approve minutes from Regular Meeting of January 10, 2011 as corrected. Second: F. Childs. Vote: 3/0/0.

Non-Public Session of Regular Meeting January 10, 2011

W. Bennett made the motion to approve minutes from Non-Public Session of Regular Meeting of January 10, 2011 as corrected. Second: F. Childs. Vote: 3/0/0.

Regular Meeting January 24, 2011

W. Bennett made the motion to approve minutes from Regular Meeting of January 24, 2011 as corrected. Second: F. Childs. Vote: 3/0/0.

Appearance:

Senator Chuck Morse

Senator Morse appeared before the Board of Selectmen to discuss New Hampshire's 2011 State Budget. Senator Morse explained there will be tough decisions made this year leaving the budget very tight allowing only level funding with no increases. Senator Morse highlighted the importance of communication and explained he would be readily available for questions and comments.

Town Administrator's Report:

See Attached.

Old Business:

Bayring Contract

Mr. Smith explained Bayring will be holding a training session at the Town Hall and will coordinate timing.

New Business:

ACTV Policy Updates, Dave Williams, ACTV

Mr. Williams appeared before the Board of Selectmen and reviewed changes made to the ACTV Policy. Selectmen will review changes.

Comcast Contract, Dave Williams, ACTV

Mr. Williams informed the Board of Selectmen of a letter he recently received from Comcast requesting to start the process of contract negotiation. Mr. Williams explained Comcast prefers to go through an informal process, but Mr. Williams recommends going through a formal process to ensure protection on both sides. Mr. Williams will draft a formal motion for the Selectmen to review and vote on next week and will send electronically.

Auditors Contract

Mr. Smith explained the Auditors Contract has been updated and ready for the Selectmen to review and sign. The Selectmen were not comfortable with the language of the contract. Mr. Friel will draft what the contract should read and submit to Roberts, Greene & Drolet, PLLC.

Future Agenda:

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

School

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

W. Bennett made a motion to adjourn the regular meeting on February 7, 2010 at 8:23pm.

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

Respectfully Submitted,
Amanda Williams

William Friel, Chairman

William Bennett

Fred Childs

Town Administrator's Report

- **Auditing bids – Sandra Recommends:** Roberts, Greene and Drolet, PLLC, 54 Suncook Valley Road, Barnstead, NH 03218 – phone is 435-8808 – they are three CPA's who had split from Plodzik and Sanderson, PA. Have to be done by April, 11.
- **Department Head Meeting February 16, 2pm, Town Hall**
- **Joint Loss Management Committee with LGC February 22, 3PM Town Hall**
- **Town Hall Snow Day last Wed (2-2-11) Paid or not.**
- **Credit Card payments through the Town Clerks Office (yes or No)**
- **Pay requests: Regarding Pay Raises**
- **SBA Building permit from 10/09 for review**
- **Administrative Salary Adjustments***
- **After an employee has completed his or probationary period, the department head or other supervisor shall review the employee's salary annually for the purpose of determining which employees shall receive salary increases. Tardiness, performance and length of service records shall be considered in making recommendations with major emphasis placed on the annual performance appraisal. After the above analysis by the department head, or other supervisor, a completed performance appraisal approved by the Board of Selectmen. (Atkinson Personnel Policy) Language from the effective date of June 1, 2007.**
- **Revised budget from Deliberative**
- **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 snowed out.
- **CDBG:** Adoption needs (2) being reviewed by Finance and Treasurer
- **CDBG (Community Development Block Grant)**
- **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 an important tool 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.
- **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 no qualified as entitlement communities.**

- 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.
- Recreation Report:
 - Tuesday, January 25th a burning smell in the Trinity Room and basement. Dave Weymouth was notified