

*Town of Atkinson
Board of Selectmen
Meeting Minutes
September 12, 2011*

F. Childs opened the Regular Meeting of Monday, September 12, 2011 at 7:47pm in the Atkinson Town Hall and led all present in the Pledge of Allegiance.

Members Present:

F. Childs
W. Friel

Others Present:

B. Snicer, Administrative Assistant
J. Dugdale, Animal Control Officer
T. Stewart, Road Agent

Approval of Minutes:

W. Friel made a motion to approve the minutes of Regular Meeting September 6, 2011 as submitted. Second: F. Childs. 2/0/0.

Appointment:

W. Friel made a motion to appoint Michelle Veasey to the Conservation Commission for a term to expire April 2013. Second: F. Childs. 2/0/0.

Department Heads:

Josh Dugdale, Animal Control Officer

Mr. Dugdale appeared before the Board of Selectmen to review the Animal Control Budget and find available funds to cover the cost of converting the Fire Department command vehicle to an Animal Control vehicle. Mr. Dugdale explained the cost to remove old decals and apply new decals will be about \$1,000 and a cage will cost about \$100. Mr. Childs and Mr. Friel instructed Mr. Dugdale to send a request to overspend the Minor Equipment line to Sandra and attach quotes for decals, cage and the changeover to amber lights.

Mr. Dugdale explained there are two candidates interested in assisting with Animal Control. Mr. Childs and Mr. Friel instructed Mr. Dugdale to request these candidates to fill out a criminal background check form and deliver to Ms. Snicer upon completion. Once the background checks are complete and clear, the candidates will be considered for appointment as Assistant Animal Control Officers, on the condition of receiving a rabies shot.

Ted Stewart, Road Agent

Mr. Stewart appeared before the Board of Selectmen to discuss rehabilitation of Brendan Road and Mill Stream Drive. Mr. Stewart went on to explain Santec has recently evaluated Mill Stream Drive but there are no results as of yet. A package has recently been put together for the Culvert Rehabilitation of Brendan Road and Mr. Stewart has contacted several Culvert Rehabilitation companies. Mr. Stewart explained that, since turtles cannot navigate a "slip-line", and that the Brendan Road culvert is a Tier 2, draining a 340-acre watershed, the Town will need a permit from the State. The Selectmen authorized E. Stewart to get a proposal from Stantec Consulting for the cost to assist with the permitting process and engineering the project as Stantec has just assisted Salem with a similar process.

Mr. Stewart submitted a memo regarding the 2012 budget to include not only the rehabilitation of Brendan Road and Mill Stream Drive, but also the Shim and Overlay of several other roads. The total will amount to \$318,200.

Mr. Stewart would like to make a recommendation for a new hire. Mr. Childs and Mr. Friel instructed Mr. Stewart to perform a background check as a first step to the hiring process.

Old Business:

First Station – Roof Replacement

Mr. Friel said an RFP is ready to go out.

Kimball House – Painting/Storm Windows

Mr. Friel will review information recently received from Ms. Adelle Dillon.

Police Station – HVAC Abatement

Mr. Friel will confirm a date with the contractor.

Solid Waste Management

Ms. Snicer has placed the RFP in Mr. Stewart's mailbox. Mr. Friel would like it sent out by the end of the month.

Police Fuel Usage

Mr. Friel will review the list.

New Business:

Purchase New Cruiser

Mr. Friel instructed Ms. Snicer to invite Chief Consentino to the Selectmen's meeting on Monday, September 19th to discuss this topic.

Cemetery Hire

Mr. Friel announced the Cemetery Trustees would like to hire a part-time helper and questioned whether a town vote was needed. Mr. Childs explained hiring a part-time helper yet staying within the budget does not require a town vote. Ms. Snicer will look into obtaining a criminal background check form from the candidate. There is a fee in the amount of \$55.25 to perform a criminal background check and Ms. Snicer will confirm this candidate is on board with that. In the meantime, Mr. Friel handed Ms. Snicer a proposal (copy attached) from Cantone Landscaping to assist in maintenance of the cemetery prior to a new hire. He noted that Cantone had assisted the Town last year when the firm who was awarded the mowing bid was unable to finish the year.

Future Agenda:

9/15/11 – Area Selectmen's Meeting Plaistow

9/30/11 – Gas/Diesel Bids Due – **Ms. Snicer will give Selectmen copy of RFP Mr. Smith sent out.**

10/10/11 – Columbus Day Town Offices Closed

10/13/11 – DOT Public Hearing on 10-year Plan – 7PM Plaistow

F. Childs made a motion to adjourn the Regular Meeting of September 12, 2011 at 8:24pm. Second: W. Friel. 2/0/0.

Respectfully Submitted,
Amanda Williams

William Friel

Fred Childs

William Bennett