

*Board of Selectmen
Regular Meeting
Monday October 17, 2011*

Open Meeting:

Chairman W. Friel opened the Regular Meeting of the Atkinson Board of Selectmen at 7:30 PM on Monday, October 17, 2011 in the Atkinson Town Hall, and led those assembled in the Pledge of Allegiance.

Members Present:

F. Childs, Jr
W. Friel, Chairman
C. Schuster

Others Present:

T. Barbera, Chairman, Technology Comm.
W. Barker, Technology Committee
S. Killam, Chairman, Planning Board
B. Snicer, Administrative Assistant
E. Stewart, Road Agent
M. Veasey, Chairman, Energy Commission

Approval of Minutes:

C. Schuster made the motion to approve the minutes of the Reorganization Meeting of October 11, 2011 as presented. Second: F. Childs. Vote: 3/0/0.

W. Friel made the motion to approve the minutes of the Regular Meeting of October 11, 2011, as presented. Second: C. Schuster. Vote: 3/0/0.

Appointment:

W. Friel announced that an Application for Committee Appointment to the Planning Board had been submitted. S, Killam said that, while the Planning Board had a full complement of members and alternates, it would be helpful for those interested in participating in the Capital Improvement Committee next year to have a sense of the planning process.

F. Childs made the motion to appoint Scott Simons as an Alternate to the Planning Board for a term to end in April 2014. Second: W. Friel. Vote: 3/0/0.

Bid:

W. Friel made the motion to reject the bid received for gasoline and diesel fuel, and that we re-issue an Invitation to Bid detailing exactly what we are looking for regarding usage, availability and reporting. Second: C. Schuster. Vote: 3/0/0.

Department Heads:

Technology Committee – T. Barbera

T. Barbera presented a Request for Proposals (RFP) for the Town Hall Server Room, to the Board of Selectmen for their approval. W. Friel asked if the “On Air” light was included. T. Barbera said that he would incorporate it into the RFP and have it in to the Selectmen’s Office by Tuesday, October 18, so it will be available for distribution.

C. Schuster made the motion to accept the proposal for the Server Room, with the addition of the “On Air” light, to become available on Tuesday, October 18, 2011. Second: W. Friel. Vote: 2/1/0.

W. Barker said the new website will replace the existing one next Monday, with the Selectmen’s approval. She noted that, once the new site is up, it will become the main site for the Town, and extraneous sites will be re-directed to the main site, and that, for the time being, all information to be posted to the site will go to webmaster@atkinson-nh.gov but will be turned over to the Information Technology (IT) company at a later date. C. Schuster will review the site and make a recommendation to the Board.

C. Schuster would like to see a mainstream social network which the residents could use to express their opinions and concerns regarding town government. W. Barker replied that she has had discussions with both the Police and Fire Departments regarding this type of facility and hopes to have it available shortly after the first release. She added that she will have a “Contact Us” page to get feedback from residents. T. Barbera said the Technology Committee was looking into video-streaming televised meetings into the website.

Budget Committee

T. Barbera said the Budget Committee has been trying unsuccessfully to find a Recording Secretary for the meetings, and requested approval to hire through a temporary employment agency. W. Friel said to put an ad in the newspaper, as well as on the website and on cable, before the Town spends money on a Temp.

Planning and Zoning

W. Friel asked if S. Killam could come back next Monday, October 24, with the Planning and Zoning budget, to give the Selectmen time to review the budget. She agreed to return next week.

Highway Department

E. Stewart submitted the Highway budgets with and without increases and an additional truck. The Selectmen said they would hear the budget without the increases. Following are the changes from the 2011 budget:

43111.210.00 Health Insurance – Departments were told there was a decrease in the health insurance premiums in 2011, which didn’t happen. Returned to the full amount of \$22,164.

43111.225.00 Medicare – Ended up underfunded in 2011, returned to full funding of \$511.

- 43112.390.00 Other Professional Services – As a result of the discussion regarding the repairs to the Mill Stream Drive bridge, this may have to increase by \$50,000 or more
- 43112.860.00 Legal Notices – historically there is \$1,500 to \$1,800 spend for notices of bids, etc. Increased to \$1,500
- 43122.630.00 – Minor Equipment/Small Tools – F. Childs asked what this line was used for. E. Stewart replied that it was for rakes, shovels, saws, gloves, etc. Remains the same as 2011 \$1,200
- 43122.660 Truck Lease – the lease for the 2008 Ford F-550 has been paid off. W. Friel asked what the mileage was on this truck. E. Stewart replied that it was right around 40,000 miles. W. Friel then asked what the expected lifespan of this truck was. E. Stewart replied that it was estimated to be 5 years. He added that, since he took the extended warranty package, we would only have brakes, tires, oil, etc. to pay for during the next two years.
- 43122.740.01 Summer Equipment Rental – Although only \$398 has been spent to date, E. Stewart explained that he is just beginning his “construction season” for this year. He added that there were over \$1,200 in bills which have been submitted for this account not been paid since September 30.
- 43122.820.00 Mileage – E. Stewart explained that he hasn’t put in for mileage on his own vehicle, but estimates that \$3,000 would be needed to cover mileage if he had or if another person chose to put in for mileage.
- 43122.875.00 Signs/Line Painting – There will be a bid price for painting the lines, and \$3,000 to replace stolen or damaged street signs. The 2011 figure of \$10,000 was exceeded because there were an unusually large number of signs to be replaced.
- 43125.580.01 Salt/Winter – Reduced the amount since the price of salt is about \$30 per ton less than in 2009.

The Board took the proposed Highway budgets in the amount of \$423,293 under advisement.

Street Lighting

The Board took the proposed Street Lighting budget in the amount of \$34,100 under advisement.

Recycling and Solid Waste Disposal

43234.890.00 Contract Labor and Equipment – Budget for 4 cycles of grinding brush, but only needed this done twice in 2011. Reduced by \$2,500.

Both of these budgets are submitted at 2011 levels pending the results of the Municipal Solid Waste bids.

The Board took the proposed Sanitation budgets in the amount of \$622,657 under advisement.

Care of Grounds

Pending the result of bid process.

The Board took the proposed Care of Grounds budget in the amount of \$42,100 under advisement.

W. Friel asked E. Stewart to price to lease/purchase a backhoe over five years.

He said that the Highway Department had four employees and only one truck, and a second truck with a plow, wing and sander would take some of the pressure off losing an occasional contract plow during a snowstorm. C. Schuster asked that if we purchased a second truck, shouldn't the Contract Labor line go down. E. Stewart replied that, by the time a truck is voted and purchased, the majority of the winter will have passed.

C. Schuster asked how E. Stewart arrived at his recommendations for pay and truck rates increases. E. Stewart replied that he had surveyed the surrounding towns, and Atkinson pays the Highway Department 20% less than the other towns.

Energy Commission

M. Veasey submitted a list (copy attached) of energy-saving projects which could be implemented in 2012 at relatively little cost to the Town with short payback periods. This list was created from those items from the 2010 Energy Report for which Unutil would consider rebating 50% of the total cost. In order to get the rebates, we must submit real estimates of the costs, instead of the suggested amounts in the report. She asked the Selectmen how they would like to proceed with this project. W. Friel said the only way to do these things is to put out one or more Requests for Proposals. M. Veasey suggested that there were some items such as the lighting upgrades and replacing vapor barriers which could be done by town employees. The Selectmen would like D. Weymouth to come before the Board on Monday, October 24 to discuss those items from the list that he would be able to do. W. Friel suggested that a five-year plan be put together by the Energy Committee to implement those recommendations in the audit report which cannot be done by town employees, then to have the Energy Committee develop the Request for Proposals to support the plan.

M. Veasey also announced that there will be an Energy Fair at the Kimball Library on Saturday, November 5, 2011, from 11 AM to 1 PM. In addition to finding ways residents can save energy and money, there will be representatives to discuss solar energy, and a State rebate fund for photovoltaic solar systems, over and above the available Federal and Town incentives.

Old Business:

E-911 Renumbering

W. Friel made a motion that the Town of Atkinson move forward with renumbering the Town of Atkinson in accordance with the standards and recommendations of the New Hampshire Department of Safety Bureau of Emergency Communications, and proposes that we start with

the renumbering of Coventry Road, Washington Road, East Road and Hemlock Heights and then that we move forward with the State E-911 Commission and develop a comprehensive plan to address and correct all alpha/numeric street number and name issues town-wide. Second: C. Schuster. Vote: 3/0/0.

W. Friel will contact E-911 to see how to proceed.

Kimball House Repairs

W. Friel said the Request for Proposals for the Kimball House repairs will be available Tuesday, October 18, on the Town's website and on cable.

Municipal Solid Waste Proposal

W. Friel said that the RFP for the 2012 Municipal Solid Waste should be ready by Friday, October 21.

New Business:

Town Administrator

W. Friel suggested that the applications be divided among the Selectmen, each to check references and make a recommendation. He is hoping to have a Town Administrator seated within a couple of weeks.

Budget

C. Schuster made the motion to ask that all departments refrain from spending 5% of their remaining operating budgets for 2011, effective immediately. Second: F. Childs. Vote: 3/0/0.

Adjournment:

F. Childs made the motion to adjourn at 8:50 PM. Second: C. Schuster. Vote: 3/0/0.

William G. Friel, Chairman

Fred J. Childs, Jr

Craig G. Schuster