

*Town of Atkinson
Board of Selectmen
Meeting Minutes
October 24, 2011*

W. Friel opened the Regular Meeting of Monday, October 24, 2011 at 7:33pm in the Atkinson Town Hall and led all present in the Pledge of Allegiance.

Members Present:

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

Others Present:

T. Barbera, Chairman IT Committee
P. Consentino, Police Chief, Atkinson Police Department
D. DeSimone, Tax Collector
T. Dziechnowksi, Chairman, Conservation Committee
S. Killam, Chairman, Planning Board
R. Porter, Director, Family Mediation and Juvenile Services
B. Snicer, Administrative Assistant
M. Turell, Planning Board
D. Williams, Chairman, Cable Committee

Approval of Minutes:

F. Childs made a motion to approve the minutes of Regular Meeting October 17, 2011 as submitted. Second: C. Schuster. 3/0/0.

Appointments:

Boat Agent – R. Cavalear

F. Childs made a motion to appoint Rose M. Cavalear as Boat Agent with a term to expire on 12/31/12. Second: C. Schuster. 3/0/0.

Police Officers

Chief Consentino appeared before the Board of Selectmen seeking the appointment of one part-time officer and one full-time officer. All paperwork has been submitted.

F. Friel made a motion to appoint Scott Anderson as a part-time police officer at the rate of \$15.91 per hour. Second: F. Childs. 3/0/0.

F. Friel made a motion to appoint Patrick Caggiano as a full-time police officer at the rate of \$31.25 per hour. Second: C. Schuster. 2/0/1.

F. Childs opposed the motion with further discussion concerning Sergeant Caggiano's rate of pay. Mr. Childs explained he felt the rate of pay was too high and unfair to other Atkinson Police Officers as well as to future Atkinson Police Officers. Mr. Childs also indicated he would like to see Chief Consentino running the office instead of hiring Officer Caggiano to take on that role.

Chief Consentino explained he is hiring Officer Caggiano to replace W. Baldwin and P. Farrar, and that Sergeant Caggiano has over 22 years experience to bring to the Atkinson Police Department.

Resignation:

Officer Christopher VanHirtum

Chief Consentino explained officer VanHirtum has resigned finding a better opportunity for himself in the Town of Windham where he will be receiving better benefits, more money and will be closer to home.

F. Childs made a motion to accept the resignation from Officer Christopher VanHirtum. Second: C. Schuster. 3/0/0.

Bid:

Fire Station Roof

Mr. Friel explained two bids have been received for the Fire Station Roof. Lambert Roofing Company of Haverhill, MA submitted a bid in the amount of \$39,750 with a 50-year warranty. JnR Gutters of Haverhill, MA also submitted a bid in the amount of \$36,745.12 with a 30-year warranty. The Board of Selectmen will take both bids under consideration and make a decision by next week.

Police Station Ceiling

No bids have been received.

Woodlock Park Irrigation

Mr. Friel announced the following bids have been received:

- Evergreen - \$52,360
- M&K - \$18,950
- Top Turf - \$19,410
- Winterberry Irrigation - \$24,400

The Board of Selectmen will contact AYBS to determine how they would like to proceed.

Budget:

Building Inspectors

Ms. Killam presented the 2012 Building Inspectors budget and explained the budget is the same as last year. Ms. Killam also indicated the following line items should also be considered revenue even though they are included in the budget:

- 42401.110.02 – Building Inspector (\$18,000)
- 42401.110.03 – Plumbing Inspector (\$5,500)
- 42401.110.04 – Electrical Inspector (\$10,000)

F. Childs made a motion to accept the 2012 Building Inspectors Budget as submitted, in the amount of \$44,973. Second: C. Schuster. 3/0/0.

Zoning

Ms. Killam presented the 2012 Zoning Budget with a change of -2.05%. The following explanations/changes were made:

- 41913.110.00 – Recording Clerk/Stenographer –Recording Clerk is paid at a flat rate of \$150.00 per meeting, once per month.
- 41913.620.00 – Office Supplies – Runs over in the event of preparing for a law suit.
- 41913.740.00 – New Equipment/Maintenance – Decreased from \$100.00 to \$1.00 as a place holder.

F. Childs made a motion to accept the 2012 Zoning Budget as submitted in the amount of \$4,739 with a - 2.05% savings. Second: C. Schuster. 3/0/0.

Planning

Ms. Killam, Mr. Dziechowski, and Mr. Turell presented the 2012 Planning Budget with an increase of 53.35% due to the following:

- 41911.341.00 – Telephone –Reduced from \$1,400 to \$1,000
- 41911.820.00 – Mileage – Reduced from \$200 to \$100 due to not as much travel
- 41911.835.00 – Recording of Plans – Reduced from \$300 to \$200 due to less of a need
- 41911.850.00 – Education/Conferences – Reduced from \$400 to \$200 due to less of a desire
- 41911.860.00 – Public Notices – Reduced from \$2,000 to \$1,000 due to a low level of activity
- 41911.390.00 – Other Professional Services – Increased from \$9,000 to \$21,260 due to the need to create a master plan and to hire proper professionals to complete the task.

F. Childs made a motion to accept the 2012 Planning Budget as submitted in the amount of \$30,062 with an increase of 53.36%. Second: C. Schuster. 3/0/0.

Cable

Mr. Williams presented the 2012 Cable Budget with an increase of 1.07% due to the following:

- 45892.110.00 – Staff Salary –Increased from \$8,500 to \$8,900 due to additional staff hours from recording the Library Trustees’ meetings as approved in March 2011
- 45892.341.00 – Telephone – decreased from \$450 to \$476
- 45892.630.00 – Minor Equipment – Increased from \$2,300 to \$2,400 to allow for some cushion

F. Childs made a motion to accept the 2012 Cable Budget as submitted in the amount of \$40,231 with an increase of 1.07%. Second: C. Schuster. 3/0/0.

Computer

Mr. Barbera presented the 2012 Computers Budget with an increase of 21.08% due to the following:

- 41506.430.00 – Main/Support/Upgrade –Increased from \$26,890 to \$27,229 due to an upgrade of the Police Department computers
- 41506.730.00 – Software – Increased from \$4,540 to \$9,747 to upgrade Police Department from Office 2003 to Office 2010
- 41506.740.00 – Hardware – Increased from \$890 to \$11,898 for replacements of old equipment. Town is on a 5-year plan with equipment.
- 41506.890.00 – IT Services – Decreased from \$13,500 to \$18,000 due to having been over-estimated last year.

F. Childs made a motion to take the 2012 Computers Budget under consideration in the amount of \$66,874 with an increase of 21.08%. Second: C. Schuster. 3/0/0.

Department Heads:

Maintenance – D. Weymouth

Mr. Weymouth appeared before the Board of Selectmen as requested to review the list of Energy-Saving Projects submitted by Michelle Veasey on October 17, 2011 (list is attached). Mr. Weymouth explained he will be able to complete all the lighting upgrades and vapor barrier replacements in the Town Hall by himself and the rest can be outsourced. Mr. Weymouth also explained he has enough money in his budget to cover the entire list. Mr. Schuster asked Mr. Weymouth to list everything on letterhead, with specific details of what is involved in each task.

Old Business:

Assign Street Numbers

Mr. Friel explained E911 has submitted a package which needs to be reviewed.

Municipal Solid Waste Proposal

Mr. Friel has received suggested modifications to the RFP which need to be reviewed and incorporated.

Personnel Policy

Mr. Schuster will produce a red-lined draft policy to present at the next meeting. Mr. Schuster will also take the opportunity to revise the job description of the Town Administrator.

Announcements:

Waste-To-Energy Food Disposal Plant, Haverhill, MA

Mr. Childs announced the Waste-To-Energy Food Disposal Plant is no longer going to be built per an Eagle Tribune ad dated 10/18/11.

New Business:

Deborah DeSimone and Roclyn Porter – Family Mediation Building Update

Ms. DeSimone and Ms. Porter appeared before the Board of Selectmen to obtain an approval for the Family Mediation Committee to replace the flooring in the Family Mediation Building. There is old carpet in the building now and the goal is to replace it with laminate flooring along with tile in the foyer area. The flooring has been donated by an anonymous family and is worth about \$1,000. Ms. Porter has spoken to the insurance company who will cover all liability for those working on the floor. Ms. Porter will provide the Board of Selectmen with a rider. Mr. Schuster will speak to his Safety Officer to obtain something in writing with suggestions on safety precautions.

F. Friel made a motion to give authorization to the Family Mediation Committee to remove existing flooring in the family mediation building and replace with new flooring subject to receiving an insurance rider and adhering to Mr. Schuster's safety recommendations. Second: F. Childs. 3/0/0.

Letter from Resident

Mr. Childs read a letter from a resident expressing gratitude towards Officer Tober for his assistance when her vehicle broke down on the side of the road.

Police Department Cleaning

Chief Consentino has recently submitted a request to increase his budget line by \$1,500 to use the same cleaning service as the Town Hall three times per week at the rate of \$45.00 per visit. The Board asked that the Chief recalculate the over-expenditure based on two cleanings per week.

C. Schuster made a motion to approve the Police Department to receive cleaning service 2 times per week instead of 3 times per week at the rate of \$45.00 per visit. Second: F. Childs. 3/0/0.

Volunteers

C. Schuster made a motion that due to liability reasons, all Department Heads will be required to submit a memo to the Board of Selectmen to seek approval to engage new employees including volunteers and that no one should work anywhere in the town without approval from the Selectmen and suitable insurance coverage. Second: F. Childs. 3/0/0.

Future Agenda:

10/28/11 – National Weatherization Day – State House Lawn – 1pm – 5pm
10/29/11 – Household Hazardous Waste Day – 9am to 12noon, Chester, NH
10/31/11 – Trick or Treat 6pm – 8pm
10/31/11 – Kimball House Exterior and Server Room Bids due 7:30pm
11/5/11 – Energy Fair – Kimball Library 11am – 1pm
11/7/11 – Gas/Diesel Fuel Bids due 7:30pm
11/12/11 – Fire Dept Turkey Raffle – 7pm to 9pm

12/1/11 – ACC Tree Lighting 5:30pm – 8pm

F. Childs made a motion to adjourn the Regular Meeting of October 24, 2011 at 9:26pm. Second: C. Schuster. 3/0/0.

Respectfully Submitted,
Amanda Williams

William Friel, Chairman

Fred Childs, Jr

Craig Schuster