

*Town of Atkinson
Board of Selectmen
Meeting Minutes
November 1, 2011*

W. Friel opened the Regular Meeting of Monday, November 1, 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:

L. Barbera, Election Administration
R. Cavalear, Town Clerk
P. Consentino, Police Chief, Atkinson Police Department
J. Garrity, State Representative
M. McDonald, Election Administration
M. Murphy, Fire Chief, Atkinson Fire Department
B. Snicer, Administrative Assistant
D. Weymouth, Government Buildings

Approval of Minutes:

F. Childs made a motion to approve the minutes of Regular Meeting October 24, 2011 as submitted. Second: C. Schuster. 3/0/0.

Appointment:

Cemetery Labor – George Haines

F. Childs made a motion to appoint George Haines as a cemetery laborer at \$10/hour starting on 11/1/11 through 12/1/11. Second: C. Schuster. 3/0/0.

Updates:

Snow Storm

Mr. Schuster presented an update on the recent snow storm and the effects it had on the Atkinson. Mr. Schuster explained most of Atkinson lost all power when the storm hit on Saturday night (October 29th). Mr. Schuster stated Unitil was extremely cooperative and kept an open line of communication throughout the storm. The community center was open for warmth and food and Mr. Schuster thanked all of those who helped at the community center. Chief Murphy joined the conversation by announcing there are still Atkinson residents serviced by PSNH with no power and stated not only can residents use the community center as a resource, but also the library, and the Fire Department. Many residents have already come by the Fire Department to take a shower. Chief Murphy went on to remind residents how important it was to have a generator this year at the community center and encouraged residents to keep that in mind during budget season.

Bids:

Kimball House Repairs and Town Hall Server Room

F. Childs made a motion to extend the time for bids for both Kimball House Repairs and Town Hall Server Room. Second: C. Schuster. 3/0/0.

Fire Station Roof

W. Friel discussed the roofing bids. Lambert Roofing Company bid \$39,750 for 300-lb Premium Architectural shingle, with a lifetime guarantee, to match the Town Hall and Library. In addition, the removal and replacement, if required, of plywood would be \$50.00 per sheet; fascia boards \$10.00 per foot; and \$50.00 per man-hour for any siding or carpentry work, if approved.

JnR Gutters, Inc. bid \$36,745.12 for 30-year shingles. For the 300-lb Premium shingles with the lifetime warranty, JnR bid \$43,330.11, with removal and replacement of sheathing at \$4.00 per sq. ft, and labor for miscellaneous repairs at \$68.50 per man hour, plus materials.

F. Childs made a motion to accept the bid from the Lambert Roofing Company in the amount of \$39,750.00, for the 300-lb premium architectural shingles, additional work only as approved. Second: C. Schuster. Vote: 3/0/0.

Woodlock Park Irrigation System

| Company | Contact | Bid | |
|--|---|------------|------------------|
| Ever-Green Irrigation Co. 293 Baboosic Lake Road Merrimack, NH 03054 | Scott Currier | \$52,360 | |
| M & K Lawn Sprinklers, Inc. P.O. Box 3060 East Hampstead, NH 03826 | Michael Correia | \$18,950 | Stateline design |
| | | \$22,950 | Bisco design |
| Top Turf Irrigation P.O. Box 1193 Plaistow, NH 03865 | Scott Sullivan (603) 819-8693 scotts@topturflandscape.com | \$19,410 | |
| Winterberry Irrigation 2070 West Street Southington, CT 06489 | Christopher Daigle (800) 378-0071 chris@winterberryirrigation.com | \$24,400 | |

F. Childs made a motion to reject all bids because all exceeded the \$15,000 pledged by the Atkinson Youth Baseball/Softball. Second: C. Schuster. Vote: 3/0/0.

F. Childs suggested that a letter be sent to all bidders asking how much work may be done for \$15,000.

Budgets:

Homeland Security

F. Childs made a motion to accept the 2012 Homeland Security budget in the amount of \$650.00 as final. Second: C. Schuster. 3/0/0.

Ambulance

F. Childs made a motion to accept the 2012 Ambulance budget in the amount of \$1 as final. Second: C. Schuster. 3/0/0.

Fire Admin

Chief Murphy presented the following changes to the Fire Admin budget:

- 42201.110.01 Increased base pay of Fire Chief. Board of Engineers would like the Chief's salary increased due to taking on more responsibilities.
- 42201.110.02 Increased 12.24% to better serve the public with more availability
- 42201.110.03 Increased \$1,200 due to more database upkeep and more record keeping
- 42201.341.00 Decreased \$1,000 based on last year's billing
- 42201.410.00 Decreased \$2,000 based on last year's billing
- 42201.411.00 Increased \$2,000 based on last year's billing
- 42201.620.00 Increased \$500 certified mailing of inspections

F. Childs made a motion to accept the 2012 Fire Admin budget in the amount of \$191,775 as final. Second: C. Schuster. 3/0/0.

Fire Fighting

Chief Murphy presented the following changes to the Fire Fighting budget:

- 42202.635.00 Increased \$500 due to fuel cost
- 42202.870.00 Increased \$2000 to replace aging gear

F. Childs made a motion to accept the 2012 Fire Fighting budget in the amount of \$53,200 as final. Second: C. Schuster. 3/0/0.

Fire Prevention & Inspections

Chief Murphy presented the following changes to the Fire Prevention & Inspections budget:

- 42203.110.00 Decreased \$3000 less building inspections (cost offset by inspection fees)

F. Childs made a motion to accept the 2012 Fire Prevention & Inspections budget in the amount of \$6,370 as final. Second: C. Schuster. 3/0/0.

Training

F. Childs made a motion to accept the 2012 Training budget in the amount of \$750 as final. Second: C. Schuster. 3/0/0.

Communications

F. Childs made a motion to accept the 2012 Communications budget in the amount of \$6,500 as final. Second: C. Schuster. 3/0/0.

Medical Services

Chief Murphy presented the following changes to the Medical Services budget:

- 42207.350.00 Decreased \$500 due to less members applying

Capital Reserve:

Chief Murphy explained he will be asking the town to vote and raise the Fire Department Capital reserve funds from \$60,000 to \$90,000. There is currently \$228,432.75 in the fund. The reserve fund was previously established for the purpose of acquiring fire equipment and vehicles. Selectmen asked Chief Murphy to put this request into a formal warrant article.

Thank you:

Chief Murphy also thanked the town for being supportive through the storm. Selectmen also thanks Chief Murphy for all his hard work.

Elections Administration:

Ms. Barbera and Ms. McDonald presented the following changes to the Elections Administration budget:

41403.130.00 Increased 67.00% due to election season
41403.625.00 Increased 16.67% due to election season
41403.740.00 Decreased because there is less of a need

F. Childs made a motion to accept the 2012 Elections Administration budget in the amount of \$4,433 as final. Second: C. Schuster. 3/0/0.

Moderator Budget

Mr. Garrity presented the following changes to the Moderator budget:

41402.110.01 Increased 194.12% due to election season (increased counters – counting is done before and after elections)
41402.110.02 Increased 455.56% due to election season (voting machines)
41402.550.00 Decreased -45.68% due to less of need (only up during a very involved warrant article)

F. Childs made a motion to accept the 2012 Moderator budget in the amount of \$12,000 as final. Second: C. Schuster. 3/0/0.

Mr. Garrity went on to encourage residents to volunteer and run for something. He also encouraged voters to refrain from silly votes and to make their vote count.

Police Admin

Chief Consentino presented the following changes to the Police Admin budget:

42101.110.06 Increased 4.16% due to the hire of Sergeant Caggiano. This line will be changed to read Sergeant's Line.
42101.210.00 - 42101.230.00 Increased 17.55% - Board will clarify all Insurance, Fica, Medicare, and retirement numbers with Sandra

F. Childs made a motion to accept the 2012 Police Admin budget in the amount of \$636,219 under consideration. Second: C. Schuster. 3/0/0.

Education/Training

Chief Consentino presented the 2012 Education/Training budget:

Board of Selectmen will verify insurance, Fica, Medicare, and retirement numbers with Sandra. The Chief also explained the state mandates 14 hours of training per year for each Police Officer.

F. Childs made a motion to accept the 2012 Education/Training budget in the amount of \$14,307 under consideration. Second: C. Schuster. 3/0/0.

Support Services

Chief Consentino presented the 2012 Support Services budget as level funded:

F. Childs made a motion to accept the 2012 Support Services budget in the amount of \$39,188 under consideration. Second: C. Schuster. 3/0/0.

Special Details

Chief Consentino presented the 2012 Special Details budget:

Board of Selectmen will verify insurance, Fica, Medicare, and retirement numbers with Sandra.

F. Childs made a motion to accept the 2012 Special Details budget in the amount of \$5,483 under consideration. Second: C. Schuster. 3/0/0.

Building Maintenance

Chief Consentino presented the following changes to the Building Maintenance budget:

- 42107.360.00 Increased 139.20% due to needing more cleaning service
- 42107.411.00 Increased 19.05% due to increased usage
- 42107.810.00 Board reduced this number to \$2,300.00

F. Childs made a motion to accept the 2012 Building Maintenance budget under consideration. Second: C. Schuster. 3/0/0.

Juvenile

Chief Consentino presented the 2012 Juvenile budget:

Board of Selectmen will verify insurance, Fica, Medicare, and retirement numbers with Sandra. The Chief also explained the town if in need of a DARE officer due to Lt. Baldwin leaving.

Discussion occurred around Juvenile supplies and Mr. Friel wanting to know the value of handing out hoodies and gifts at the Atkinson Country Club Christmas Tree Lighting service. Chief Consentino explained this is good PR for the Police Department.

F. Childs made a motion to accept the 2012 Juvenile budget in the amount of \$4,552 under consideration. Second: C. Schuster. 3/0/0.

Cruiser Maintenance

Chief Consentino presented the following changes to the Cruiser Maintenance budget:

- 42109.635.00 Increased 36.26% due to increased gas prices
- 42109.660.00 Increased 4.71% due to older vehicles needing more maintenance

F. Childs made a motion to accept the 2012 Cruiser Maintenance budget in the amount of \$67,902 under consideration. Second: C. Schuster. 3/0/0.

Elderly Affairs

Chief Consentino reviewed the Elderly Affairs budget. The Chief explained the Elderly Affairs Department is in need of another vehicle due to an increase in requests. Discussion occurred around moving the Elderly Affairs department from the Police Department to the Community Building due to the MRI report. Chief

Consentino explained he would like to be part of any discussion involving moving the Elderly Affairs department.

Town Clerk

Ms. Cavalear presented the following changes to the Town Clerk budget. The Board will verify insurance, Fica, and Medicare numbers with Sandra:

- 41401.390.00 Decreased 12.50% due last years budget
- 41401.440.00 Increased 2.86% due to increased amount in service contracts
- 41401.440.00 Ms. Cavalear explained the 2011 budget had not been expended yet due to outstanding invoices
- 41401.560.00 Decreased 59.09% due to less of a need
- 41401.620.00 Increased 14.49% due to election season
- 41401.740.00 Decreased 70.62% due to less of a need. Already purchased new office furniture.
- 41401.820.00 Increased 11.20% due to increased travel. 2011 not fully expended yet due to outstanding mileage.
- 41401.850.00 Decreased 7.30% due to an outstanding credit with the education center from last year.

F. Childs made a motion to accept the 2012 Town Clerk budget in the amount of \$130,673 under consideration. Second: C. Schuster. 3/0/0.

Government Buildings – Town Hall

Mr. Weymouth presented the following changes to the Government Buildings Town Hall budget. The Board will verify insurance, Fica, and Medicare numbers with Sandra:

- 41941.360.00 Increased due to full year cost of \$8,208 per year at \$684 per month
- 41941.410.00 Decreased due to lowered cost by \$1000
- 41941.430.01 Decreased due to no expenditures \$200
- 41941.820.00 Increased due to \$.04 rise in mileage fee

F. Childs made a motion to accept the 2012 Government Buildings Town Hall budget in the amount of \$52,921 under consideration. Second: C. Schuster. 3/0/0.

Government Buildings – Town Garage

Mr. Weymouth presented the following changes to the Government Buildings Town Garage budget.

- 41942.430.00 Increased \$5,300 for replacement O/H door lower panel and for emergency electrical power from the fire station

F. Childs made a motion to accept the 2012 Government Buildings Town Garage budget in the amount of \$6,200 under consideration. Second: C. Schuster. 3/0/0.

Government Buildings – Police Station

Mr. Weymouth presented the following changes to the Government Buildings Police Station budget.

- 41943.430.00 Decreased \$1,150 – no major anticipated costs

F. Childs made a motion to accept the 2012 Government Buildings Police Station budget in the amount of \$3,000 under consideration. Second: C. Schuster. 3/0/0.

Government Buildings – Fire Department

Mr. Weymouth presented the following changes to the Government Buildings Fire Department budget.

41944.430.00 Decreased \$2,500 – Will need approximately \$6,000 for the painting of the apparatus bay and lower level of the station

F. Childs made a motion to accept the 2012 Government Buildings Fire Department budget in the amount of \$10,450 under consideration. Second: C. Schuster. 3/0/0.

Government Buildings – Library

Mr. Weymouth presented the 2012 Library budget.

F. Childs made a motion to accept the 2012 Library budget in the amount of \$2,350 under consideration. Second: C. Schuster. 3/0/0.

Government Buildings – Kimball House

Mr. Weymouth presented the following changes to the Government Buildings Kimball House budget.

41946.411.00 Increased due to increased usage \$600
41946.412.00 New line for water usage
41946.430.00 Decreased \$1,000 – no major anticipated costs

F. Childs made a motion to accept the 2012 Government Buildings Kimball House budget in the amount of \$4,900 under consideration. Second: C. Schuster. 3/0/0.

Government Buildings – Woodlock Park/Hearse House

Mr. Weymouth presented the following changes to the Government Buildings Woodlock Park budget.

41947.430.00 Increased \$2,800 for the replacement of two (2) dugout roofs
41947.430.01 Decreased \$800 due to no major anticipated costs

F. Childs made a motion to accept the 2012 Government Buildings Woodlock/Park Hearse House budget in the amount of \$4,450 under consideration. Second: C. Schuster. 3/0/0.

Government Buildings – Community Center

Mr. Weymouth presented the following changes to the Government Buildings Community Center budget.

41948.413.00 Increased \$150 to reflect actual costs
41948.430.00 Decreased \$1,500 but with enough to refinish main meeting room for about \$800

F. Childs made a motion to accept the 2012 Government Buildings Community Center budget in the amount of \$3,900 under consideration. Second: C. Schuster. 3/0/0.

D. Weymouth asked if the Selectmen have had the opportunity to review the proposals for the fire suppression system for the kitchen at the Community Center. W. Friel said it had not yet been reviewed.

Government Buildings – Family Mediation

There has been no change in this budget.

F. Childs made a motion to accept the 2012 Government Buildings Family Mediation budget in the amount of \$1,200 under consideration. Second: C. Schuster. 3/0/0.

Government Buildings – East Road Building

Mr. Weymouth presented the following changes to the Government Buildings East Road Building budget.

41950.430 Increased due to unknown costs

F. Childs made a motion to accept the 2012 Government Buildings East Road Building budget in the amount of \$100 under consideration. Second: C. Schuster. 3/0/0.

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. Friel and Mr. Childs will need to review updated policy submitted by Mr. Schuster.

Future Agenda:

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

11/21/11 – Catch Basin Cleaning, Crack Sealing, Mowing, Painting Traffic Lines, Asphalt and Tree Removal Bids due 7:30pm

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

F. Childs made a motion to adjourn the Regular Meeting of November 1, 2011 at 10:25. Second: C. Schuster. 3/0/0.

Respectfully Submitted,
Amanda Williams

William Friel, Chairman

Fred Childs, Jr

Craig Schuster