

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

W. Friel returned to a Regular Meeting from a non-public session on Monday, November 7, 2011 at 7:32pm in the Atkinson Town Hall and led all present in the Pledge of Allegiance.

Members Present:

W. Friel, Chairman
C. Schuster

Others Present:

T. Barbera, Chair, IT Committee
J. Dugdale, Animal Control
K. Friel, Cemetery Trustees
D. Heer, Director, Kimball Library
B. Innes, Chair Atkinson Recreation
M. Keefe, Cemetery Trustees
A. Phair, Chair Library Trustees
B. Snicer, Administrative Assistant
N. Yoshida-Travers, Atkinson Recreation

Approval of Minutes:

F. Childs made a motion to approve the minutes of Regular Meeting November 1, 2011 as corrected. Second: C. Schuster. 3/0/0.

Budgets:

Cemetery

Mr. Childs reviewed the 2012 Cemetery Budget with Kathleen Friel and Mark Keefe and the following comments were made:

- 41951.110.00 Decreased from \$24,000 to \$15,000 due to using 1 person instead of 2.
- 41951.650.00 Increased from \$5,800 to \$20,000 based on landscaping services. Bid is due back on the 21st. Selectmen need to see a fixed price.
- 41951.390.00 Increased from \$7,800 to \$12,728 due to the Cemetery Trustees wanting to implement lighting for the flag poles. Ms. Friel explained the Trustees were hoping someone would donate money toward this.

F. Childs made a motion to take the 2012 Cemetery Budget under consideration in the amount of \$51,964. Cemetery Trustees will provide final numbers. Second: C. Schuster. 2/0/1. Mr. Friel abstained from the vote.

Library

Mr. Schuster reviewed the 2012 Library Budget with Diane Heer and Alan Phair and the following comments were made:

- 45501.110.01 Increased 2.50% due to a contractual agreement.
- 45501.110.02 Level funded. Ms. Heer and Mr. Phair are hoping there will be an approval for merit increases based on performance reviews.
- 45501.110.03 Increased 3.08% due to merit increases from last year
- 45501.110.04 Additional line based on the Library Trustees making an assumption for employee merits

Insurance, Fica, Medicare, and Retirement are numbers received from Sandra

- 45501.341.00 Increased 16.67% based on not being able to completely switch to Bayring and based on the average of telephone bill of \$250.00 per month. This was brought up last budget season.
- 45501.410.00 Up 6.06% due to more usage
- 45501.411.00 Up 13.33% due to more usage. This line was cut by budget committee last year. Library keeps heat at 68 degrees and the system is automated. This line is dependent upon what the town gets for a propane rate. The library uses 10,200 gallons per year.
- 45501.670.00 Level funded. Ms. Heer explained this line covers all materials purchased. All magazines, e-books, audio books and any materials that get circulated aside from DVD's. DVD's come from fine money. If library has to exceed this line, the money is pulled from fine money.
- 45501.740.00 Level funded. This line is for the HVAC System and the quarterly maintenance needed.
- 45501.820.00 Level funded. This line is for library staff to attend meetings and conferences.
- 45501.850.00 Level funded. Some expenses have not hit yet.

Library Misc.

- 45502.390.00 Increased 1.74% due to an increase in the security certificates. This line covers all IT items.
- 45502.412.00 This is not an increase but merely a switch. Last year the budget committee broke out these lines into 2 lines and didn't allocate enough money for them. This line also covers Poland Springs services.
- 45502.730.00 Level funded. Haven't spend anything because all the bills come in November which is about \$2,000. This line is for the museum pass reservation database, summer reading, and room reservation program.
- 45502.740.00 Level funded. The goal is to try to replace 1 system per year. There are 30 systems.
- 45502.810.00 Level funded. Lowered and moved to fire protection.

C. Schuster made a motion to take the 2012 Library Budget under consideration with an increase of 3.05%. Second: F. Childs. 3/0/0.

Community Center

Mr. Childs reviewed the 2012 Community Center Budget with Bill Innes and Noriko Yoshida-Travers and the following comments were made:

- 45208.110.01 Increased 7% due to a potential salary increase to Senior Rec Coordinator who hasn't had a raise in several years.
- Fica, Medicare Increased due to salary increase
- 45208.360.00 Level funded. Need to change cleaning day service to the day after an election to avoid extra cleaning and to ensure cleaning after an election day. Line also includes major cleaning of kitchen done in November and December.
- 45208.740.00 Line overspent due to installation of AC in community center

F. Childs made a motion to take the 2012 Community Center Budget under consideration in the amount of \$50,207. Second: C. Schuster. 3/0/0.

Memorial Day Budget

Mr. Childs reviewed the 2012 Memorial Day Budget with Bill Innes and Noriko Yoshida-Travers and the following comments were made:

- 45831.390.00 Increased \$500 due to dedication of parade
- 45831.630.00 Increased \$100 due to needing all new V-Markers
- 45831.810.00 Increased \$25 due to feeding the band after the parade

F. Childs made a motion to take the 2012 Memorial Day Budget under consideration in the amount of \$2,025. Second: C. Schuster. 3/0/0.

Flags

Mr. Childs reviewed the 2012 Flags Budget with Bill Innes and Noriko Yoshida-Travers and the entire budget was level funded with no comments:

F. Childs made a motion to approve the 2012 Flags Budget in the amount of \$1,525. Second: C. Schuster. 3/0/0.

Recreation Budget

Mr. Childs reviewed the 2012 Recreation Budget with Bill Innes and Noriko Yoshida-Travers and the following comments were made:

- 45201.120.01 Decreased \$908 due to next line 45201.120.02 being increased \$908 due to the hire of a new Sun & Fun Director coming in at a lower salary and the hiring of 2 Sun & Fun Assistant Directors
- 45201.120.03 Decreased \$2,000

Fica and Medicare are down due to decreases in salary

- 45201.341.00 Reduced \$100 due to a switch in vendors
- 45201.390.00 level funded – line is to clean Woodlock Park
- 45201.410.00 Increased from 650 to 1,200 due to an increase in electricity on East Road
- 45201.430.00 level funded – will not spend all of it
- 45201.740.00 level funded – flag poles were damaged and destroyed. Brought in new poles and flags
- 45201.810.00 level funded – will manage to stay within \$1,000 this year
- 45201.840.00 Increased by \$1,000 due to next line 45201.580.00 decrease of \$1,000 – 2 lines balance out.
- 45201.890.00 money not spent because it was geared to close the pavilion at Woodlock Park which did not happen. Would like to use money toward the purchase of a new copier because the current one is not working. Board recommended to overspend the Other Professional Services line and to fill out appropriate form. Ms. Yoshida-Travers will find out exactly what the usage is now to determine the type of copier to purchase.

F. Childs made a motion to take the 2012 Recreation Budget under consideration in the amount of \$75,970. Second: C. Schuster. 3/0/0.

W. Friel made a motion to approve a retroactive payment not to exceed \$385 for Sun & Fun Directors and seasonal employees who worked in 2011. Second: F. Childs. 3/0/0.

Warrant Articles

Mr. Innes reviewed the following warrant articles with the Board of Selectmen which will be submitted in the this year:

1. Recreation Commission Capital Reserve - \$12,500
2. Community Center Floor Reinforcement – Request to carry over \$10,000 from 2011 warrant article 2011-5
3. Donation for East Road Field work – request to carry over \$17,000 from 2011 \$55,000 warrant article and \$25,000 donation

Announcements

Mr. Innis made a few announcements pertaining to upcoming events which will be posted to the Town Website under the Community Center link. Discussion also occurred around the warming center and the need for a bigger tank. Next steps will depend on who gets the bid.

Animal Control Budget

Mr. Friel reviewed the 2012 Recreation Budget with Josh Dugdale. The entire budget was level funded and the following comments were made:

- 44191.190.00 Fines are collected from the individual who owns the animal. The fine is then split in half and goes to the town and to the person issuing the fine
- 44191.341.00 Telephone – this includes a land line and cell phone. The land line automatically forwards calls to the cell. The Board took this line down from \$1,400 to \$800
- 44191.360.00 Kennel – need in case there is a dog that no one collects
- 44191.390.00 Other professional services – rabies shots and booster shots
- 44191.620.00 Office supplies for fine slips, reports, incident reports
- 44191.630.00 Minor equipment – line for re-lettering everything
- 44191.670.00 Instructional materials – what it will cost for paying instructor
- 44191.820.00 cost for gas to do final notifications

W. Friel made a motion to approve the 2012 Animal Control Budget in the amount of \$20,081. Second: C. Schuster. 3/0/0.

Appearances:

T. Barbera – Server Room RFP

Mr. Barbera appeared before the Board of Selectmen to inquire about any RFP's received for the server room. Mr. Friel stated there have been no RFP's received to date.

F. Childs made a motion to extend the Server Room bids for 1 week due to the power outage, until next Monday, November 14th. Second: C. Schuster. 3/0/0.

Board of Selectmen Budget Review

Mr. Barbera went on to announce the Budget Committee would like to give the Board of Selectmen the opportunity to present their recommendations for the 2012 budget. The Board will appear on November 29th in front of the Budget Committee.

Bids

Gasoline/Diesel Fuel

F. Childs made a motion to extend the Gasoline/Diesel bids for 1 week due to power outage, until next Monday, November 14th. Second: C. Schuster. 3/0/0.

Kimball House

F. Childs made a motion to extend the Kimball House bids for 1 week due to power outage, until next Monday, November 14th. Second: C. Schuster. 3/0/0.

Old Business

Personnel Policy

Mr. Friel and Mr. Childs will review the revised policy by next week.

Police Department SOP

Will review at a non-public meeting scheduled on November 15th.

Recognition

Mr. Schuster made an announcement to recognize Josh Dugdale, David White, and Joe Martin for an excellent job cleaning the town.

New Business

Joint Loss Management Committee

W. Friel made a motion to put Mr. Childs in charge of the Joint Loss Management Committee. Second: C. Schuster. 3/0/0.

2011 Tax Rate

Mr. Friel will work on compiling the information needed to decide on the 2011 tax rate.

F. Childs made a motion to make an overlay this year in the amount of \$30,000. Second: C. Schuster. 3/0/0.

Announcements:

First Nationwide Test of the Emergency Alert System

Mr. Childs announced the first nationwide test of the emergency alert system to take place on November 9th at 2pm.

Cub scouts

Mr. Schuster announced there will be a den of 4th graders touring the town hall beginning at 6:30pm on Monday, November 14th and will join the Selectmen Meeting to do the Pledge of Allegiance.

Future Agendas

11/9/11 – Test Emergency Alert System 2pm

11/12/11 – Fire Dept Turkey Raffle 7pm to 9pm

11/21/11 – Catch Basin Cleaning, Crack Sealing, Mowing, Painting Traffic Lines, Asphalts 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 7, 2011 at 9:00pm. Second: C. Schuster. 3/0/0.

Respectfully Submitted,
Amanda Williams

William Friel, Chairman

Fred Childs, Jr

Craig Schuster