

*Town of Atkinson  
Board of Selectmen  
Meeting Minutes  
December 5, 2011*

**W. Friel opened the Regular Meeting of Monday, December 5, 2011 at 7:32pm 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:**

G. Saba, Resident  
B. Snicer, Administrative Assistant  
D. Williams, Cable TV

**Approval of Minutes:**

**F. Childs made a motion to approve the minutes of Public Hearing November 28, 2011 as submitted. Second: C. Schuster. 2/0/0.**

**F. Childs made a motion to approve the minutes of Regular Meeting November 28, 2011 as submitted. Second: C. Schuster. 2/0/0.**

**Assessing:**

*Abatements:*

**F. Childs made a motion to grant an abatement for Map 14/Lot 034; 79 Maple Avenue in the amount of \$75.20. Second: C. Schuster. 3/0/0.**

**F. Childs made a motion to grant an abatement for Map 10/Lot 008 in the amount of \$48.00. Second: C. Schuster. 3/0/0.**

*Administrative Abatements:*

Map/Lot	Property Address	\$
000003-000005-000000	21 North Broadway	337.00
000003-000099-000000	21 Meadow Lane	52.00
000003-000100-000000	23 Meadow Lane	132.00
000004-000020-000000	5 Maple Avenue	100.00
000007-000086-000000	5 Walker Road	85.00
000007-000199-000015	17 Merrill Drive	204.00
000008-000004-000000	1 Summit Drive	400.00
000010-000007-00003C	5 Ridgewood Drive	162.00
000010-000007-00006C	21 Ridgewood Drive	18.00
000010-000007-00013B	51 Ridgewood Drive	36.00
000010-000007-00023B	14 Ridgewood Drive	359.00
000010-000007-00047B	62 Aspen Drive	374.00
000010-000007-00059B	22 Overlook Drive	36.00

000010-000007-00078B	19 Bayberry Drive	286.00
000011-000003-000006	41 Old Coach Road	391.00
000011-000003-000021	10 Oak Hill Circle	1.00
000013-000006-000000	9 Meditation Lane	392.00
000013-000096-00015B	23 Marilyn Drive	254.00
000014-000085-000000	33 East Road	263.00
000015-000022-000000	18 East Road	25.00
000015-000028-000000	15 East Road	373.00
000017-000019-000000	9 Island Pond Road	119.00
000018-000060-000000	142 Maple Avenue	307.00
000020-000049-00014A	34 Coles Way	521.00
<b>TOTAL</b>		<b>\$5,227.00</b>

**F. Childs made a motion to grant an Administrative Abatement on the properties listed above for a total amount of \$5,227.00 plus interest. Second: C. Schuster. 3/0/0.**

*Veterans' Tax Credit:*

**F. Childs made a motion to grant a Veterans Tax Credit for Map 20/Lot 49-00013D; 33 Colds Way. Second: C. Schuster. 3/0/0.**

**Budgets:**

*Police Department Over-Expenditures*

The following requests for over-expenditures have been submitted to the Board of Selectmen by Chief Consentino:

<b>Date:</b>	<b>Budget Code:</b>	<b>Description:</b>	<b>Amount:</b>	<b>Reason:</b>
11/28/11	42104-110	Training instructor and payroll	\$4,000.00	Line was too low. There are funds in training supplies that will cover this over-expenditure.
11/28/11	421009-635	Cruiser Gas	\$6,341.62	Price of gas
11/28/11	404215-635	Gas	\$800.00	More requests for transports plus the cost of gas has gone up.
11/29/11	404215-110	Elderly Affairs	\$4,500	More request for services.
11/28/11	421007-360	Cleaning Services	\$2,488.59	Lost trustee
11/28/11	421007-411	Heating Propane	\$1,500	Heating costs**
11/28/11	421005-870	Uniforms	\$1,500	3 new officers

\*\* Motion to approve this request was granted at the 9/19/11 BOS meeting.

**F. Childs made a motion to accept the over-expenditure request to supply 3 new officers with uniforms in the amount of \$1,500. Second: C. Schuster. 3/0/0.**

The Board of Selectmen will follow up with Chief Consentino to clarify a few items in question before granting the outstanding requests.

## **Department Heads:**

### ***Police Department – New full-time officer S. Lundquist***

Chief Consentino submitted a memo to the Board of Selectmen, dated 11/29/11 containing a resumé, application and training history for an applicant for one of the two open full-time positions within the Atkinson Police Department.

The Board will take the appointment under advisement.

### ***Change of Officers' Status***

Chief Consentino submitted the following changes to the Board of Selectmen:

- Sgt. Caggiano has been moved to the Executive Sergeant position, and will be the second in command of the department
- Officer Nicholas Fiset has been moved to the detectives division

### ***Longevity Increments***

Chief Consentino submitted the following longevity increment requests to Sandra Lavelle on 12/5/11:

- Officer G. O'Meara – date of hire 1/26/96 (15 years)
- Officer Don Roberts – date of hire 2/10/86 (25 years)
- Officer Kevin Donnelly – date of hire 12/3/01 (10 years)

**F. Childs made a motion to extend longevity increments to Officers O'Meara, Roberts, and Donnelly per the above. Second: C. Schuster. 3/0/0.**

### ***Cable TV – Dave Williams – Resignation of T. Leppala and New Hires***

Mr. Williams appeared before the Board of Selectmen to announce the resignation of Terry Leppala and expressed the need to hire between 6-8 individuals to work as camera crew. Discussion occurred around whether or not to offer paid training. Mr. Schuster expressed concern with volunteer training and would prefer Mr. Williams offer paid training. The Board of Selectmen approved Mr. Williams to seek out 6-8 candidates to put before the Board for hire with paid training. Mr. Williams will advertise the open positions on the Town Website and Cable TV.

## **Old Business:**

### ***Assign Street Numbers***

**F. Childs made a motion to issue a temporary number of 2 to lot 22/118 with an address of 2 Hemlock Shore Drive. Second: C. Schuster. 3/0/0.**

### ***Municipal Solid Waste Proposal***

Ms. Snicer is working on the proposal.

### ***Personnel Policy***

The Board of Selectmen will set up a workshop to address this issue.

### ***Police Department SOP***

The Board of Selectmen will set up a workshop to address this issue.

### ***Brushwood Drive – Bond***

Mr. Saba appeared before the Board of Selectmen to discuss the Brushwood Drive bond. S. Chabot, Senior Project Engineer for Keach-Nordstrom Associates, Inc., submitted an estimate in the amount of \$14,250 in July 2010, to complete the required work, however there is only approximately \$7,500 remaining in the bond. Mr. Saba explained the work can be done for less than \$14,000 but unsure of exactly how much. Mr. Friel explained

there are hurdles to jump through before accepting the bond. Mr. Friel will review the bond and revisit this issue next week.

***Police Trustee***

Mr. Schuster would like to revisit this issue. Mr. Schuster offered a motion on Monday, November 28<sup>th</sup> to reinstate the police trustee program under a new set of guidelines yet there was no second to the motion. Mr. Childs explained he did not second the motion because there is not a clear picture of exactly what the program will cost the Town. Mr. Schuster will ask Chief Consentino to submit an outline of the exact cost of the program as well as what the Trustee Position is responsible for.

**New Business:**

***Set Date for Deliberative Session:***

**F. Childs made a motion to hold the deliberative session on February 4<sup>th</sup> at 10am at the Dyke Auditorium with a snow date of February 11th. Second: C. Schuster. 3/0/0.**

***DOL Safety Issues:***

On November 21, 2011 the State of NH Department of Labor submitted a memo to Mr. Childs concerning an administrative audit of the Town's Safety and health program pursuant to RSA 281-A: 64 as well as a physical compliance inspection in accordance to RSA 277 and LAB 1400 rules. The Board of Selectmen will review the memo in a workshop and respond to the Department of Labor as required by January 13, 2012.

**Future Agenda:**

- 12/20/11 – Last A/P Run Noon
- 12/26/11 – Christmas Holiday Town Hall Closed
- 1/2/12 – New Year's Holiday Town Hall Closed
- 1/3/12 – Board of Selectmen's meeting 7:30 PM
- 1/13/12 – DoL Response due

**F. Childs made a motion to adjourn the Regular Meeting of December 5, 2011 at 8:37pm. Second: C. Schuster. 3/0/0.**

Respectfully Submitted,  
Amanda Lueders

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William Friel, Chairman

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Fred Childs, Jr

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Craig Schuster