

*Town of Atkinson
Board of Selectmen
Meeting Minutes
December 12, 2011*

W. Friel returned to the Regular Meeting of Monday, December 12, 2011 at 7:40pm 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:

P. Busby, Busby Construction
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G. Saba, Resident
B. Snicer, Administrative Assistant
T. Stewart, Road Agent

Approval of Minutes:

F. Childs made a motion to approve the minutes of Regular Meeting December 5, 2011 as submitted. Second: C. Schuster. 3/0/0.

Appearances:

Mill Stream Drive Bridge – P. Busby, B. Busby, T. Stewart

Phil Busby, Paul Busby and Ted Stewart appeared before the Board of Selectmen to discuss the Mill Stream Bridge Project. Mr. Stewart began by explaining that back in June, 2011 the NH DOT red-listed the bridge. Mr. Stewart went on to explain that after paying Stantec \$12,000 for an estimate, they submitted a proposal for engineering a solution to repair the bridge, in the amount of \$30,000. Busby Construction, with whom Atkinson currently has a contract, made an offer to extend the contract and submit a quote to repair the bridge. Mr. Busby of Busby Construction began by explaining that with the cooperation of the Town and some outside vendors (cable, electric, water, and phone), his company could save the Town a lot of money to fix the bridge allowing a no-cost-option for tax payers by using moneys from the reserved fund balance. Mr. Busby will submit a quote to the Board of Selectmen by next Monday, December 19th.

Brushwood Drive – G. Saba

Mr. Saba of 8 Brushwood Drive appeared before the Board of Selectmen to request that BOS accept Brushwood Drive as a Town Road. Other residents from Brushwood Drive were present in the audience to support Mr. Saba's request. Mr. Saba suggested the Town take the remainder of the money in the passbook (approx. \$7,500) and put into the summer maintenance operating budget which should allow enough money to complete Brushwood Drive. Mr. Saba also pointed out the fact that Jericho Road has been a Town road since 1926. Mr. Childs explained the reason the road wasn't accepted was that the developer never submitted a request to have Brushwood Drive accepted. Mr. Childs also stated that it would make sense take the money from the bond (\$7,500) to complete Brushwood Drive and take any additional money needed out of the Road Agent budget.

W. Friel made a motion to accept Brushwood Drive as a Town Road and to move forward to call the bond as soon as possible and work with the Road Agent to complete the necessary work. Second: C. Schuster. 3/0/0.

Police Department – P. Caggiano

Sergeant Caggiano appeared before the Board of Selectmen to discuss the potential hire of Officer Stephen Lundquist at the rate of \$22.00 per hour and a service credit of three (3) years in vacation benefits with a start date of January 10th. Along with this request, Sergeant Caggiano is also seeking approval to buy out the remainder of Stephen Lundquist’s training agreement in the amount of \$2,537.41. Officer Caggiano has already submitted the resume, application, and training history of applicant Stephen Lundquist to the Board. Sergeant Caggiano has known Officer Lundquist for many years and highly recommends his hire. The Atkinson Police Department is in need of two full-time officers. There have been no shifts left uncovered as there have been part-time officers covering every shift. Mr. Childs explained he is against bringing in new officers under these terms as it will set a precedent for all new hires.

W. Friel made a motion to hire candidate Stephen Lundquist at the rate of \$22.00 per hour and buy out his contract in the amount of \$2,537.41 with a start date of January 10th. Second: C. Schuster. 2/0/1.

Over-Expenditures

Sergeant Caggiano said he would respond to any additional questions from the Board pertaining to the memo sent over by Chief Consentino on 12/5/11 re: over-expenditures. The Board questioned the reason for the over-expenditure on police cruiser gas. Sergeant Caggiano responded by explaining that the request was a combination of an increase in the price of gas and an increase in usage. The original amount budgeted was \$3.08 per gallon which has increased and the cruisers have been running at about 1 gallon over the anticipated usage for each shift. A majority of the increased usage has been due to the extra details needed for road construction in the Town of Plaistow.

C. Schuster made a motion to allow the over-expenditure on police cruiser gas in the amount of \$6,341.62. Second: F. Childs. 3/0/0.

Discussion began concerning the police cleaning service over-expenditure request. The over-expenditure request is in the amount of \$1,656.00 – The Chief has spent \$3,488.59 thus far. Sergeant Caggiano explained the reason is due to now having to use the cleaning service.

C. Schuster made a motion to allow the over-expenditure for cleaning service in the amount of \$1,656.00. Second: F. Childs. 3/0/0.

SOP Manuals

Sergeant Caggiano questioned which Standard Operating Procedures (SOP) Manual the Police Department should be using because there is a new SOP pending approval, and the former one was never approved by the Board of Selectmen. The Board instructed Sergeant Caggiano to use which ever procedures the Atkinson Police Department is currently working under. The Board will need to schedule a workshop to review the pending approval of the new SOP Manual.

Remove Film from Dispatch Window

Sergeant Caggiano stated the film from the dispatch window has been removed.

2% for Dispatcher/Confidential Secretary

Sergeant Caggiano will get back to the Board of Selectmen with a clear definition of this request.

Bids:

Catch Basin Cleaning

Mr. Stewart recommended awarding the catch basin cleaning bid to Felix Septic service for \$99 per hour pending approval of budget at town meeting.

W. Friel made a motion to award the catch basin cleaning bid to Felix Septic service for \$99 per hour pending approval of budget at town meeting. Second: F. Childs. 3/0/0.

Woodlock Park Irrigation

Mr. Stewart recommended awarding the Woodlock Park Irrigation bid to Top Turf in the amount of \$19,000 which is the amount donated by AYBS. Mr. Friel explained that AYBS would like to use M&K for the job rather than Top Turf. M&K will do the job for \$19,000 with a 5 year warranty. Mr. Stewart will provide Ms. Snicer with the specifications for this job.

F. Childs made a motion to award the Woodlock Park Irrigation bid to M&K per plan with a 5-year warranty to include startup and winterization. Second: C. Schuster. 3/0/0.

New Business:

Letter from K. Roy Re: Hovey Meadow Road

Atkinson resident, K. Roy submitted a letter to the Board of Selectmen to be read out loud. Mr. Friel would like to take the letter under advisement before reading it on the air. Mr. Stewart will also submit his comments on the letter to the Board.

Old Business:

Kimball House Windows

Mr. Friel explained he is awaiting a proposal from Frank Macnamee Glass for the installation, removal, and reinstallation of the Kimball House windows.

DOL Audit Report

DOL has given the Board of Selectmen until January 13th to respond to their findings. Mr. Schuster briefly explained the proper way to respond to the DOL and stated it is acceptable to respond with a corrective action plan to each bullet. Mr. Schuster also stated the Town has the right to disagree with certain findings but will need to fully explain the reason and back up the reason with supportive documents. The Joint Loss Committee will need to review these bullets. Mr. Schuster offered his assistance to the Joint Loss Committee in responding to the audit.

Trustee Program

Discussion occurred concerning the Trustee Program. Mr. Schuster believes this is a good program but feels he has not received the true cost of the program even after making several requests for it. So far, the cost has been described as \$33.00 per day which includes \$10.00 per day for food and \$23.00 per day to transport, partnering with Plaistow. The Chief claims the trustee does much more than the cleaning company who costs \$45.00 per day, 2 times per week. The Trustee would come 3 times per week. Mr. Friel is not in favor of the program whatsoever based on the MRI report.

Announcements:

New Town Administrator

Mr. Friel announced the Board of Selectmen has hired William Innes as the new Town Administrator, to begin January 3, 2011.

Selectmen Meetings

Mr. Friel announced there will be no Selectmen meeting the week of December 26th. The meeting scheduled for Monday, January 2nd will be moved to Tuesday, January 3rd.

Holiday Open House

Mr. Childs announced there will be a holiday Open House the evening of Monday, December 19th. All residents are welcome.

Future Agenda:

- 12/19/11 – Fertilization oil, propane bids due – 7:30pm
- 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
- 1/9/12 – Webelos to visit Town Hall – 6:30pm
- 1/10/12 – Deadline for citizens petition articles
- 1/25/12 – Open candidates filing 8:30am – Town Clerk’s Regular Hours – SAU #55 – Regular Hours (8:30am – 4pm)
- 1/30/12 – Pose Warrant and Budget
- 2/3/12 – Close candidates’ filing period – 5pm Town Clerk’s office/SAU #55
- 2/4/12 – Deliberative session – 10am – Dyke Auditorium, Atkinson Academy
- 2/9/12 – TRSD Deliberative session – performing arts center – 7pm
- 3/13/12 – Town Meeting (voting) Atkinson Community Center – 7:30am – 8Pm

F. Childs made a motion to adjourn the Regular Meeting of December 12, 2011 at 9:16pm. Second: C. Schuster. 3/0/0.

Respectfully Submitted,
Amanda Lueders

William Friel, Chairman

Fred Childs, Jr

Craig Schuster