

*Town of Atkinson
Board of Selectmen
Meeting Minutes
November 5, 2012*

F. Childs opened the Regular Meeting of Monday, November 5, 2012 at 7:30pm in the Atkinson Town Hall.

Members Present:

T. Barbera
F. Childs, Jr, Chairman
W. Friel

Others Present:

R. Cavalear, Town Clerk
A. Dillon, Supervisors of the Checklist
J. Dugdale, Animal Control
T. Dziechowski, Conservation Committee
J. Garrity, Town Moderator
D. Heer, Director, Kimball Library
B. Innes, Town Administrator
M. Murphy, Chief, Fire Department
S. Ober, Chair, Recreation Department
A. Phair, Chair, Library Trustees
D. Weymouth, Buildings Maintenance
N. Yoshida-Travers, Recreation and Senior Programs Director

Appearances:

Webelos Visit – Pack 95

Webelos, Pack 95 appeared before the Board of Selectmen and led all present in the Pledge of Allegiance.

Approvals:

Workshop Minutes – 10/22/12

T. Barbera made a motion to approve the minutes from Workshop 10/22/12 as presented. Second: F. Childs. 2/0/1. W. Friel recused himself from the motion.

Regular Meeting Minutes – 10/22/12

T. Barbera made a motion to approve the minutes from Regular Meeting 10/22/12 as presented. Second: F. Childs. 2/0/1. W. Friel recused himself from the motion.

Payroll Manifest for 11/6/12 - \$28,749.24

T. Barbera made a motion to approve the 11/6/12 Payroll Manifest in the amount of \$28,749.24. Second: W. Friel. 3/0/0.

Accounts Payable Manifest for 11/6/12 - \$13,172.57

T. Barbera made a motion to approve the 11/6//12 Accounts Payable Manifest in the amount of \$13,172.57. Second: W. Friel. 3/0/0.

Budgets:

Town Clerk – Rose Cavalear

Ms. Cavalear appeared before the Board of Selectmen to present the 2013 Town Clerk budget.

Group	2012 Budget	Proposed	Note
Town Clerk	\$133,285	\$141,361	Increase of \$8,076 (6.06%)

- Town Clerk’s salary – up 2.73% due to longevity increase
- Other Professional Services – up 24.29% to allow for online boat registrations
- Printing & Binding – up 306.18% to begin book preservation – 5 year plan project
- Dues/Subs/Memberships – up 333% to pay for assistant to become a Justice of the Peace
- Office Supplies – up 77.68% due to needing a new file cabinet – old one is falling apart
- Education/Conferences – down 59.96% due to less of a need

Town Moderator – Jim Garrity

Mr. Garrity appeared before the Board of Selectmen to present the 2013 Moderator budget.

Group	2012 Budget	Proposed	Note
Moderator	\$12,001	\$7,551	Decrease of \$4,450 (-37.08%)

The following items are down due to 2013 not being an election year:

- Counters – Down 60%
- Ballot Clerks – Down 98%
- Prof. & Tech Services – Down 47.37%
- Printing & Binding – Down 2.27%
- Food – Down 65.38%

Election Administration – Adele Dillon

Ms. Dillon appeared before the Board of Selectmen to present the 2013 Election Administration budget.

Group	2012 Budget	Proposed	Note
Election & Registration	\$4,433	\$2,377	Decrease of \$2,056 (-46.38%)

- Checklist Supervisors – Down 48.180% due to 2013 not being an election year
- Postage – Down 71.34% due to 2013 not being an election year

Library – Diane Heer and Alan Phair

Ms. Heer and Mr. Phair appeared before the Board of Selectmen to present the 2013 Library budget.

Group	2012 Budget	Proposed	Note
Library Admin	\$343,433	\$359,121	Increase of \$15,688 (4.57%)
Library Misc.	\$19,150	\$21,150	Increase of \$2,000 (10.44%)
Unit Total – Library	\$362,583	\$380,271	Increase of \$17,688 (4.88%)

- Children’s Librarian – Up 15.98% due to potential raise to the Youth Services Director position. Moved \$3,366 from the Library Aides line
- Electricity – Up 5% to cover more usage
- Heat – Up 42.07% to cover estimated usage
- Library Supplies – Up 11.76% due to an increase in circulation which uses more library supplies
- Materials of Trade – Up 6.67% because the cost of library hardcover books being up by 8% and there is an increase in the cost of ebooks. Over the past 6 years circulations has increased by 40%.
- Mileage – Up 25% to cover mileage reimbursement expenses

- Other Professional Services – Up 8.55% due to increase in IT Contract
- Water Line Usage/Fire Protection – Up 1.45% to cover estimated water usage
- Water – Down 16.67% due to estimated usage

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General Government Buildings – Dave Weymouth

Mr. Weymouth appeared before the Board of Selectmen to present the 2013 Buildings budget.

Group	2012 Budget	Proposed	Note
Town Hall	\$53,266	\$72,838	Increase of \$19,572 (36.74%)
Town Garage	\$6,200	\$10,650	Increase of \$4,400 (71.77%)
Police Station	\$3,000	\$5,900	Increase of \$2,900 (96.67%)
Library	\$2,350	\$3,560	Increase of \$1,210 (51.49%)
Kimball House	\$4,900	\$10,081	Increase of \$5,181 (105.73%)
Hearse House	\$4,450	\$6,460	Increase of \$2,010 (45.17%)
Community Center	\$3,900	\$22,065	Increase of \$18,165 (465.77%)
Family Mediation	\$1,200	\$7,650	Increase of \$6,450 (537.50%)
Conservation	\$100	\$3,282	Increase of \$3,182 (3182%)
Unit Total – Buildings	\$89,816	\$168,846	Increase of \$79,030 (87.99%)

- Town Hall – General Maintenance up 243.13% to allow for the following
 - \$6,200 – Front Entry
 - \$12,100 – HVAC
 - \$3,910 – Town Hall Security
 - \$4,000 – General Maintenance
 - \$727 – Professional Rug Clean
- Town Garage
 - General Maintenance up 76.72% to allow for Emergency Power from FD
- Police Department
 - Other Professional Services up 50% to reflect actuals
 - General Maintenance is up 120% for wall removal/electrical work
- Fire Department

- General Maintenance is up 170.59% to repair sidewalk
- Kimball House
 - General Maintenance is up 645.13% for foundation repairs
- Woodlock Park
 - General Maintenance is down 70% because work is completed
- Hearse House
 - General Maintenance is up 2,400% for structural work and siding
 - Septic System is up 4% due to increased grease trap cleaning
- Community Center – General Maintenance is up 719.49% for the following reasons
 - \$13,235 – Roof and gutter repairs
 - \$3,900 – Replace Carpet
 - \$850 – Refinish floor in main room
- Family Mediation – General Maintenance is up 1058.33% for the following reasons
 - \$4,450 – Floor structural repairs
 - \$1,050 – Entry carpet
- East Road Barn – General Maintenance is up 3182% for the following reasons
 - \$2,250 – Exterior security lighting
 - \$900 – Increase in gen maint req

Fire Department – Chief Murphy

Chief Murphy appeared before the Board of Selectmen to present the 2013 Ambulance, Fire Department, and Homeland Security budget.

Group	2012 Budget	Proposed	Note
Ambulance	\$1	\$1	Level Funded

Group	2012 Budget	Proposed	Note
Fire Admin	\$197,224	\$210,122	Increase of \$12,898 (6.54%)
Fire Fighting	\$53,200	\$75,000	Increase of \$21,800 (40.98%)
Prevention & Inspections	\$6,370	\$6,120	Decrease of \$250 (3.92%)
Training	\$750	\$750	Level Funded
Communications	\$6,500	\$6,500	Level Funded
Medical Services	\$8,800	\$8,800	Level Funded
Unit Total – Fire Department	\$272,844	\$307,292	Increase of \$34,448 (12.63%)

- Cleaning Service – Up 20% due to needing extra cleaning done
- Electricity – Up 25% due to increase in usage
- Uniforms – Up 200% due to needing to purchase new uniforms to comply with new regulations of not having uniforms over 10 years old
- Gas & Oil – Up 25% due to increase in cost

Recreation – Susan Ober, Noriko Yoshida-Travers

Ms. Ober and Ms. Yoshida-Travers appeared before the Board of Selectmen to present the 2013 Recreation, Community Center, and Patriotic Purposes budget.

Group	2012 Budget	Proposed	Note
Recreation	\$75,970	\$73,560	Decrease of \$2,420 (-3.17%)

- Sun & Fun Director – Down 4.99% to put money into the S&F Assist Director line
- S&F Assist Director Line – Up 22.16% to allow flexibility to give an increase if need be
- S&F Counselors – Down 10.94% to put money into the Sun & Fun Assist Director Line
- Supplies & Electricity – Pope – Up 37.50% to compensate for increase in costs

Group	2012 Budget	Proposed	Note
Community Center	\$48,699	\$47,096	Decrease of \$1,603 (-3.29%)

- Cleaning Service – Up 25.89% due to an increase in the need of this service

Group	2012 Budget	Proposed	Note
Patriotic Purposes	\$2,025	\$1,730	Decrease of \$295 (-14.57%)

Group	2012 Budget	Proposed	Note
Flags	\$1,200	\$1,300	Increase of \$100 (8.33%)

- Collins Park needs another flag

Animal Control – Josh Dugdale

Mr. Dugdale appeared before the Board of Selectmen to present the 2013 Animal Control budget.

Group	2012 Budget	Proposed	Note
Animal Control	\$18,181	\$22,643	Increase of \$4,462 (24.54%)

- Assistant ACO – Up 172.73% to allow for more assistants

Conservation – Tim Dziechowski

Mr. Dziechowski appeared before the Board of Selectmen to present the 2013 Conservation budget.

Group	2012 Budget	Proposed	Note
Conservation	\$6,003	\$8,727	Increase of \$2,724 (45.38%)

- Other Professional Services – up 50% due to anticipated additional costs associated with land acquisition
- New Equipment/Maintenance – up 300% to acquire additional tools to be used to maintain the town's trails and conservation lands
- Special Programs – up 190% to sponsor a high school student at a conservation camp such as Camp Barry in Berlin, NH

Cemeteries – Bill Innes

Mr. Innes presented the 2013 Cemeteries budget to the Board of Selectmen.

Group	2012 Budget	Proposed	Note
Cemeteries	\$45,577	\$48,165	Increase of \$2,588 (5.68%)

- Budget is up because the cost of digging graves has gone up

Tax Collecting – Bill Innes

Mr. Innes presented the 2013 Tax Collecting budget to the Board of Selectmen.

Group	2012 Budget	Proposed	Note
Tax Collecting	\$40,205	\$40,995	Increase of \$790 (1.96%)

- Other Professional Services – up 42.86%
- Dues/Subs/Membership – up 237%

T. Barbera made a motion to take all budgets presented under advisement. Second: W. Friel. 3/0/0.

Appointments:

Boat Agent: Rose Cavalear – term to end December 2013

W. Friel made a motion to appoint Rose M. Cavalear as Boat Agent for a term to end December, 2013. Second: T. Barbera. 3/0/0.

Bids:

2013 Catch Basin Cleaning

Mr. Innes presented the following Catch Basin Cleaning bids to the Board of Selectmen with a recommendation to engage Felix Septic Service:

Company	Contact	Bid
Felix Septic Service	Ryan Bedard 603-623-7907	\$99 per hour
Bellemore CB Maintenance	Raymond 603-641-6640	\$120 per hour
P&H Senesac Inc.	Alyssa Newell 802-524-7013	\$185 per hour

W. Friel made a motion to authorize the Road Agent to engage Felix Septic Service for Catch Basin Cleaning at a rate of \$99 per hour. Second: T. Barbera. 3/0/0.

2013 Crack Sealing

Mr. Innes presented the following Crack Sealing bids to the Board of Selectmen with a recommendation to engage Sealcoating Inc:

Company	Contact	Bid
Bedford Sealcoating	Jamie 603-714-1115	\$26,687
Sealcoating, Inc.	Elizabeth Wuori 781-749-6802	\$13,115 (Fiber Reinforces Crackseal)
Annseal Inc.	Nancy O’Brien 607-797-3737	\$19,456

W. Friel made a motion to authorize the Road Agent to engage Sealcoating, Inc for Crack Sealing at a rate of \$13,115 for Fiber Reinforced Crackseal. Second: T. Barbera. 3/0/0.

2013 Fertilization

Mr. Innes presented the following Fertilization bids to the Board of Selectmen with a recommendation to engage Urban Tree Service:

Company	Contact	Bid
TruGreen	Benjamin Wojciechowski 603-437-2360	\$18,422
Truly Green Lawns	Matt Morris 978-469-0068	\$18,292
Urban Tree Service	Alan R. Anderson 603-332-1246	\$17,358

W. Friel made a motion to authorize the Road Agent to engage Urban Tree Service for Fertilization, including lime at a rate of \$17,358. Second: T. Barbera. 3/0/0.

2013 Road Striping

Mr. Innes presented the following road striping bids to the Board of Selectmen with a recommendation to engage Property Innovation:

Company	Contact	Bid
Highway Safety Systems	Cheryl McCormack 781-982-9229	\$9,948.80
Property Innovation	Jason Piette 603-264-7705	\$8,766.08
Industrial Traffic Lines	Scott Mason 603-552-3780	\$9,093

W. Friel made a motion to authorize the Road Agent to engage Property Innovation for Road Striping at a rate of \$8,766.08. Second: T. Barbera. 3/0/0.

2013 Tree Removal

Mr. Innes presented the following tree removal bids to the Board of Selectmen with a recommendation to engage Urban Tree Service:

Company	Contact	Bid
Urban Tree Service	Alan R. Anderson 603-332-1246	\$135 per hour – 4 hour minimum – emergency @ time and a half
Turner Tree Service	J Turner 603-434-9663	\$135 per hour
Valley Tree Service	Steve Strom 978-374-7207	\$135 per hour
Mayer Tree Service	Jeff Thomas 978-686-1790	\$187.25 per hour

W. Friel made a motion to authorize the Road Agent to engage Urban Tree Service for Tree Removal at a rate of \$135 per hour at a 4 hour minimum, emergencies will be at time and a half. Second: T. Barbera. 3/0/0.

2013 Mowing

Mr. Innes presented the following mowing bids to the Board of Selectmen with a recommendation to engage Allpro Landscaping Services:

Company	Contact	Bid
DJ Landscaping	David Haddad 603-490-3334	\$23,250
David W. Marden	David Marden 603-382-8950	\$29,755
Taurus Landscaping	Corey Barnes 603-235-7705	\$24,000
Murph's Turf	Bryan Murphy 603-548-6809	\$99,120
Allpro Landscaping Services	603-359-3024	\$20,300
ASAP Landscaping & Design	Tracey Collins 603-490-6127	\$22,800
CMI Property Solutions	Robert Bellavance 603-319-1661	\$27,075

W. Friel made a motion to authorize the Road Agent to engage Allpro Landscaping Services for Mowing at a rate of \$20,300. Second: T. Barbera. 3/0/0.

Miscellaneous:

- *October is Fire Prevention Month*
- *Current Use Board's Public Information Sessions 11/8 in Lancaster, 11/13 in Keene and 11/16 in Concord*

Future Agenda:

11/6/12 – Election Day – Community Center – 7AM to 8PM
11/7/12 – Conservation PUBLIC HEARING RE: Land Acquisition – 7PM @ Town Hall
11/10/12 – Turkey Raffle @ the AFD – 7PM
11/11/12 – Veterans Day
11/12/12 – Veterans' Day Celebration – 9AM @ Atkinson Community Center
11/12/12 – Town Hall Closed
11/28/12 – Simon Thomson (K. Ayotte) – 11AM to 12 Noon Selectmen's Office
11/28/12 – 1,4 Dioxane Information Session – 7PM 2 Performing Arts Center
12/12/12 – Area Selectmen's Meeting 7PM 157 Main Street, Epping

Mr. Barbera made a motion to adjourn the Regular Meeting of November 5, 2012 at 9:32pm. Second: W. Friel. 3/0/0.

Respectfully Submitted,
Amanda Lueders

Fred Childs, Jr, Chairman

William Friel

Todd Barbera