

*Town of Atkinson  
Board of Selectmen  
BOS Workshop Meeting Minutes  
January 2, 2012*

**W. Friel opened the Workshop Meeting of Tuesday, January 3, 2012 at 5:45 pm in the Atkinson Town Hall.**

**Members Present:**

W. Friel, Chairman  
C. Schuster

**Others Present:**

B. Innes, Town Administrator  
B. Snicer, Administrative Assistant

- There is a concern regarding recent and unsolicited communications to the media by town employees. There is no town policy regarding this subject. **Action Item: Craig will put together information on this topic and present it to the BOS for consideration**
  
- E-911 mapping – We have all the required information to start the implementation of the E-911 mapping process. **Action Item: Bill Innes will take responsibility for the process and “get it moving forward”**
  
- Town Policy Manual – The manual was reviewed and the following changes were made:
  - ✓ Section 7.3 – add “excludes members of the collective bargaining agreement and library employees”
  - ✓ Vacation carryover – add “requires 30 day notice prior to end of the year, in writing, to carry over vacation time”
  - ✓ Section 7.1.2 – delete “savings plan”
  - ✓ Section 7.7.1 – add “paid from town hall” to travel and mileage section
  - ✓ Section 10.1 – add “part time employees do not receive any benefits”
  - ✓ Section 10.3.1 – Modify section to state that all existing employees will be “grandfathered” at current insurance percentage rates. New employees will receive insurance benefits at 90% of cost for self and spouse and 80% of cost for a family plan
  - ✓ **Action Item – Bill Innes: The town should develop a policy for cell phone use while driving on town business**
  - ✓ **Action Item – Bill Innes: The town should develop a purchase order requisition policy and system**

- ✓ Forward action – The Town Administrator will vet all requests for training before submission to the BOS
- ✓ Section 10.7 – Add “Medicare” to the statement
- ✓ **Action Item” Barbara Snicer to make changes to the Policy Manual**
  
- Discussed the Police Department Standard Operating Procedure Manual – **Action Item – Bill Friel: will review and mark up the manual. He will then send the manual to the BOS and TA for review**
  
- **Action Item: Bill Innes will work with the Technology Committee and select a midrange, mid price color printer for Town Hall**
  
- Reviewed the Department of Labor correction action document **Action Item: Craig Schuster will update and submit the “corrective action document”**
  
- The BOS approved the purchase of thirteen (13) compressed cylinder gas caps at a not to exceed price of \$65.00. **Action Item: Bill Innes to inform Dave Weymouth**

Respectfully Submitted,  
Bill Innes

---

William Friel, Chairman

---

Craig Schuster