

*Town of Atkinson
Board of Selectmen
Meeting Minutes
January 3, 2012*

W. Friel opened the Regular Meeting of Tuesday, January 3, 2012 at 7:38pm 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:

T. Barbera, IT Committee
P. Caggiano, Sgt., Police Department
J. Garrity, Town Moderator
B. Innes, Town Administrator
R. LaSalle, Superintendent, SAU #55
M. Mascola, School Board
M. Murphy, Fire Chief
B. Snicer, Administrative Assistant
T. Stewart, Road Agent

Appearances:

J. Garrity, Town Moderator

Mr. Garrity appeared before the Board of Selectmen to announce the NH Primary Election is scheduled for Tuesday, January 10, 2012 from 7:00am to 8:00pm in the Atkinson Community Center. Mr. Garrity went on to explain the voting process: a registered Democrat must use a Democrat ballot, and a registered Republican must use a Republican ballot. An undecided voter can choose from either ballot. Mr. Garrity encouraged all residents to come and vote.

School Board, M. Mascola, R. LaSalle

Mr. Mascola and Mr. LaSalle appeared before the Board of Selectmen to present the 2012-2013 Timberlane Regional School District proposed budget and to discuss two warrant articles. Mr. LaSalle announced the School District will hold its Public Hearing on the proposed July 1, 2012 to June 30, 2013 budget, which is down \$115,238 (-0.18%):

Item	Amount	Explanation
Personnel		
Salaries	(\$135,760.94)	Down due to recent layoffs (16 positions including teachers, guidance counselors, administrative staff, library aids, and custodial position)
Teacher Retirement	\$554,312.76	Up due to state not picking up their share
Employee Retirement	(\$138,967.00)	Down due to favorable rates and reduction of employees covered by insurance
Other Employee Benefits	(\$142,028.87)	
Expenses		
Professional Services	\$98,994.60	Used to pay for special services that school does not have in-house services for
Books & Info Resources & Software	\$74,454.57	Moved to online standardized testing
Supplies	\$52,898.92	
Equipment	\$43,468.65	
Repair & Maint & Renovation	(\$32,744.00)	
Tuition	(\$79,978.00)	Used for student to go to specialty school and vocational

		classes at Pinkerton Academy
Transportation	(\$49,705.00)	Consolidated bus transportation and reducing 1 bus
Bond Interest	(\$84,000.00)	Anticipated decrease – used to build PAC. Set to expire in 2020.
Capital Reserve	(\$2000,000.00)	Money used for Emergency Based Projects
Total Major Factors	(\$134,194.10)	

Mr. LaSalle then presented the 2012-2013 default budget: Mr. LaSalle began by reading the definition of a default budget as follows: *Default budget as used in this subdivision means the amount of the same appropriations as contained in the operating budget authorized for the previous year, reduced and increased, as the case may be, by debt service, contracts, and other obligations previously incurred or mandated by law, and reduced by one-time expenditures contained in the operating budget. For the purposes of this paragraph, one-time expenditures shall be appropriations not likely to recur in the succeeding budget, as determined by the governing body, unless the provisions of RSA 40:14b are adopted, of the local political subdivision.*

Item	Amount	Explanation
Pollard Kitchen Renovation	(\$300,000)	Removed
Capital Reserve	(\$200,000)	Removed
Bargaining Unit Salaries, Teachers etc.	\$0	
Teacher reductions due to enrollment	(\$105,183)	Due to enrollment
IEP Required Special Education Services	\$78,472	
Evening Division	\$3,959	Dropout prevention
Audit	\$1,000	Costs are going down
School Administrative Unit 55	(\$11,207)	
Medicaid Billing	\$17,000	Provides insurance for students in need
Modular Classroom lease	(\$1,136)	
Property/Liability Insurance	(\$17,300)	
Utilities	\$2,000	
Transportation Contracts	\$5,295	Up due to contract increase
NH Retirement System	\$482,376	
Fica, Unemployment & Workers Comp	(\$132,512)	
Health Insurance	(\$138,967)	
Pollard well	\$32,000	Had issue with water over the years and had to put a new well in which caused letters sent home to parents. Per DES who regulates water and also having an engineer looking at the water to look for a more permanent solution
Decrease in bond interest	(\$84,000)	
Total Adjustments	(\$368,203)	
2012-2013 Default Budget	\$62,568,852	
2012-2013 Proposed Budget	\$62,821,817	
Difference	\$252,965	

Mr. LaSalle discussed two warrant articles. The first warrant article is a no-cost warrant article involving the teachers' contract for 1 year with no increase in salaries or benefits. The second warrant article is in the amount of 4.8 million dollars involving significant renovations of the athletic areas of the high school. It is hoped that the existing Timberlane High School will become the new middle school, leading to the reconstruction of a new high school. Mr. LaSalle explained a capital improvement plan was put together about 5 years ago by a number of architects and engineers to prioritize what is needed. The capital improvement plan has called for this major project of converting the high school to the middle school. Mr. LaSalle went on to explain the differences between small, medium, and large projects and described a small project as one that is paid off within 1 year and is not bonded, a middle project is bonded, and a large project is not only bonded but is eligible for State Aid.

Mr. LaSalle went on to present pictures of the current fitness facility and the renovations geared to transform the areas into a more modern facility for students. (see attached). Mr. LaSalle explained the idea of building a new high school needs to be put back on the community to ask themselves if the project should move forward without state aid. Currently there is no state aid available due to a moratorium but Mr. LaSalle believes it's best to wait another year in hopes the State will lift that moratorium. Mr. Childs expressed concern with some of the work not already being done such as ceiling tiles which are low in cost to repair. Mr. LaSalle responded by stating work has not been done due to not wanting to start a small project which might become a much larger project and to not waste money. Mr. Schuster commented that he sees how this is needed and that we are in a different environment now and our children may need a better building to keep us from becoming a subclass community. Mr. LaSalle concluded by stating space does matter and there are other schools out there with full biotech labs. There will be a coffee for the principal on January 9th where the principal and athletic director will be talking about this warrant article and giving tours of the facility.

Bids:

Fertilization Bid

The Road Agent has recommended Truly Green Lawns for the fertilization bid in the amount of \$14,490 to include fertilization and lime costs.

F. Childs made a motion to grant the fertilization bid to Truly Green Lawns in the amount of \$14,490 to include Fertilization and Lime costs. Second: C. Schuster. 3/0/0.

Heating Oil Bid

Mr. Weymouth has recommended awarding the heating oil bid to Difeo Oil & Propane in the amount of \$3.399 per gallon.

F. Childs made a motion to award the heating oil bid to Difeo Oil & Propane in the amount of \$3.399 per gallon. Second: C. Schuster. 3/0/0.

Propane Bid

Mr. Weymouth has recommended awarding the propane bid to Difeo Oil & Propane in the amount of \$2.29 per gallon.

F. Childs made a motion to award the propane bid to Difeo Oil & Propane in the amount of \$2.29 per gallon. Second: C. Schuster. 3/0/0.

Millstream Drive Bridge Bid

Busby Construction has submitted a proposal on December, 19, 2011. The Board of Selectmen will review.

Department Heads:

Fire Department – M. Murphy

Chief Murphy appeared before the Board of Selectmen to address the following items.

2012 Budget – Education & Conferences (A/C #42201.850.00)

Chief Murphy explained he recently put in a request to increase budget line item 42201.850.00 by \$2,000 (from \$8,000 to \$10,000). Chief Murphy explained that per new state regulations he has been forced to add a monthly EMT course causing this increase request.

W. Friel made a motion to increase budget line item 42201.850.00 up by \$2,000 for a total of \$10,000. Second: F. Childs. 3/0/0.

Increasing Payroll

Mr. Murphy presented an adjusted payroll line budget including the increase of 2% and 1.5%. Mr. Murphy would like the support of the Board of Selectmen on this adjustment before he presents it to the Budget Committee.

F. Childs made a motion to support the salary increase presented by Mr. Murphy. Second: C. Schuster. 3/0/0.

Planning Grant

Mr. Murphy explained he has been working with the library so they may receive a grant to install a generator for their building. The state requires the Town have a Local Emergency Operations Plan (LEOP) in place in order to receive this grant. Mr. Murphy would like to work with Mr. Innes, Town Administrator to complete the process of applying for the grant. The grant will allow the Town to get 50% matching funds and the rest of the money will come from the Friends of the Library. Mr. Friel explained the Board will need a statement from the Friends of the Library stating they will fund whatever is needed. Mr. Murphy explained the Town will never be putting up money but rather hours of time from Town employees.

W. Friel made a motion to authorize the Fire Chief to move forward with the application of the planning grant with the understanding that the Town's participation is going to be "In Kind". Second: F. Childs. 3/0/0.

Police Department – Sgt. P. Caggiano

Sgt. Caggiano appeared before the Board of Selectmen to discuss a few items.

New Copier

Sgt. Caggiano explained the Police Department is in need of a new copier to allow police personnel the capability to print, scan and fax documents from a faster, more efficient machine. Sgt. Caggiano went on to state another department could make use of the old copier. The cost of a new copier will be \$169.00 per month with a 3 year lease along with a fee of \$49.00 per month which is already being paid. The total additional cost of the police department will be the \$169.00 per month which can come out of the current operating budget. Mr. Barbera, Chair, IT Committee stated he believes this would be an appropriate upgrade for the Police Department.

C. Schuster made a motion to give authority to the Police Department to move forward in obtaining a new copier at \$169.00 per month with a 3 year lease as well as a \$49.99 per month service fee which we currently have and pay. This motion is subject to annual funding with the understanding that the old copier is coming to Town use. The Board of Selectmen will need to sign the contract. Second: F. Childs. 3/0/0.

Data Shredder

Sgt. Caggiano explained the Police Department would like to obtain the services of a data shredding company to dispose of old criminal records. The company supplies a 60 gallon barrel, which will be secured in the building, shreds all materials on-site, and video tapes the process. The cost will be an installation fee of \$27.50 with a cost of \$43.95 per pickup. The Police Department would like to obtain 2 barrels and estimates the cost to be about \$719.00 in 2012.

C. Schuster made a motion to authorize the police department to obtain services from the shredding company in the amount of about \$719.00 per year. Second: F. Childs. 3/0/0.

Cemetery Employee

Sgt. Caggiano explained the Police Department would like the Board of Selectmen to approve the use of the cemetery laborer for about 8-10 hours per week to take on tasks performed by the former Trustee position. The Board of Selectmen requested Sgt. Caggiano to submit a full job description of this position before any decisions can be made.

Service Credit – Officer Lundquist

Sgt. Caggiano explained after reviewing the minutes from December 12th he noticed that in the motion to hire Steven Lundquist, the reference of the 3 years service credit for vacation benefits was missing. Mr. Schuster explained this should have been included in the motion.

C. Schuster made a motion to clarify that the service credit of 3 years was intended to be in the original motion to hire Officer Steven Lundquist. Second: W. Friel. 2/0/1. F. Childs opposed the motion.

Request for non-public session

Sgt. Caggiano explained the Police Department would like to schedule a non-public session to discuss a potential position. Mr. Innes will coordinate a time.

W. Friel made a motion to go into a 5 minute recess at 9:30pm. Second: F. Childs. 3/0/0.

W. Friel made a motion to return to the Regular Meeting of Tuesday, January 3, 2012 from a 5 minute recess at 9:35pm. Second: F. Childs. 3/0/0.

Budgets:

Review 2012 Warrant Articles

Mr. Friel read the following 2012 Warrant Articles out loud:

Number	Title	Amount (If Available)
Article 2012-1	Choose all necessary Town Officers for the ensuing year	
Article 2012-2	Substandard Lots	
Article 2012-3	Technical Review	
Article 2012-4	Multiple-Year Collective Bargaining Agreement	
Article 2012-5	Authorization for Special Meeting on Defeated Collective Bargaining Agreement	
Article 2012-6	Operating Budget	
Article 2012-	Disabled Exemption	Net income of less than \$34,700 if single. \$43,500 if married.
Article 2012-	Establish Capital Improvement Committee	
Article 2012-	Improve Cemetery Roads	\$7,900
Article 2012-	Modify Cemetery Rules <i>(tentative)</i>	
Article 2012-	Town Forest – Pettengill Parcel	
Article 2012-	Conservation Commission Membership	
Article 2012-	Fire Department Capital Reserve	\$90,000
Article 2012-	Shim and Overlay Roads	\$220,200
Article 2012-	Brendan Road Culvert	\$38,000
Article 2012-	Millstream Drive Bridge	\$83,965
Article 2012-	Purchase Highway Department Truck	\$97,500
Article 2012-	New Police Cruiser	\$30,500

Article 2012-	Sixth Full-Time Officer	\$46,000
Article 2012-	Recreation Capital Reserve	\$12,500
Article 2012-	Repurpose the Cable Capital Reserve Fund	
Article 2012-	Town Hall Data Rewiring	\$8,100
Article 2012-	Heritage Commission (by petition)	
Article 2012-	Town Hall Security	\$5,000
Article 2012-	Move the Elderly Affairs Department to the Community Center	\$1,000
Article 2012-	Combine the two part-time positions of the Director of Elderly Affairs and the Recreation and Senior Program Director	\$25,000

The Board of Selectmen will review the Warrant Articles and make a decision next week as to which ones will go forward.

Resignations:

Bill Inness submitted a resignation notice from both the Technology Committee and Recreation Committee

F. Childs made a motion to accept the resignation of Bill Innes from the Technology Committee. Second: C. Schuster. 3/0/0.

F. Childs made a motion to accept the resignation of Bill Innes from the Recreation Committee. Second: C. Schuster. 3/0/0.

Old Business:

Summary of Workshop

Mr. Schuster gave a brief summary on a recent workshop that took place on Monday, January 2, 2012 where the Board of Selectmen reviewed the following:

- Atkinson Policy and Procedure – 95% complete
- Police SOP – 50% complete
- Safety Audit – Need to respond by January 13th. Mr. Schuster will proofread the corrective actions

New Business:

New Library Employee

The Library Trustees submitted an announcement to the Board of Selectmen regarding the hiring of Jessica Drouin of 4 Fairfax Ave, Derry, NH as a part-time Youth/Circulation Assistant at a rate of \$12.00 per hour.

Budget Line 43122.875

Mr. Stewart appeared before the Board of Selectmen to discuss budget line 43122.875 and how he feels this line should be increased from \$8,000 to \$16,000. Mr. Stewart went on to explain he and Mr. Innes are meeting with a representative from the Federal Emergency Management Agency (FEMA) on Wednesday, January 4th at 2pm. FEMA has agreed to reimburse the Town for the removal of hanging limbs as a result of the October snowstorm. Mr. Stewart asked the Selectmen to increase this line item by \$8,000 since the Town will be reimbursed for all additional work pertaining to this budget line.

F. Childs made a motion to increase the Road Agent's budget line 43122.875 from \$8,000 to \$16,000. Second: C. Schuster. 3/0/0.

Future Agenda:

- 1/9/12 – Webelos to visit Town Hall – 6:30pm
- 1/10/12 – Deadline for citizens petition articles
- 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 January 3, 2012 at 10:00pm. Second: C. Schuster. 3/0/0.

Respectfully Submitted,
Amanda Lueders

William Friel, Chairman

Fred Childs, Jr

Craig Schuster