

*Town of Atkinson
Board of Selectmen
Meeting Minutes
January 30, 2012*

F. Childs opened the Regular Meeting of Monday, January 30, 2012 at 7:30pm in the Atkinson Town Hall and led all present in the Pledge of Allegiance.

Members Present:

F. Childs, Jr
C. Schuster

Others Present:

J. Garrity, Town Moderator
C. Grant, 19 Crown Hill Road
B. Innes, Town Administrator

Approval of Minutes:

1/23/12 – Non-Public Meeting

F. Childs made a motion to approve the minutes from Non-Public Meeting 1/23/12 as submitted. Second: C. Schuster. 2/0/0.

1/23/12 – Regular Meeting

F. Childs made a motion to approve the minutes from Regular Meeting 1/23/12 as submitted. Second: C. Schuster. 2/0/0.

Appearances:

Carol Grant, Atkinson Resident

Ms. Grant appeared before the Board of Selectmen to make a complaint against the Atkinson Police Department regarding her recent inquiry of a certain senior citizen. Ms. Grant recently asked the Atkinson Police Department to check on a certain Navy Veteran who she met during her work with the Veterans Honor Roll. The Atkinson Police Department informed Ms. Grant this individual was sent to a nursing home but would not tell her the location. Ms. Grant explained to the Board of Selectmen she was only trying to send a card or pay a visit to this person and found it very upsetting the Police Department would not give out any information. Mr. Childs explained that due to HIPPA Laws, the Police Department could not give out any information. Mr. Schuster thanked Ms. Grant for coming by and explained she could visit Mr. Innes to file a formal complaint at any time

James, Garrity, Town Moderator

Mr. Garrity appeared before the Board of Selectmen to remind residents of the Atkinson Town Meeting/Deliberative Session scheduled on Saturday, February 4, 2012 at 10:00am in the Dyke Auditorium, Atkinson Academy. Mr. Garrity explained anyone who is a registered voter is eligible to attend and take part in the session. Those who are not a registered voter are welcome to come and sit in the visitor gallery. Mr. Garrity went on to explain this session is meant to amend warrant articles and budgets and encouraged all residents to attend. Mr. Garrity also announced there are still openings to run for office on several Committees. Interested residents should stop by the Town Clerk's Office by Friday, February 3, 2012 to sign up. Mr. Garrity also encouraged residents to run and volunteer.

Appointments:

Technology Committee – George “Karl” Athanasiou

C. Schuster made a motion to appoint George “Karl” Athanasiou to the Technology Committee for a term of three years starting Monday, January 30, 2012. Second: F. Childs. 2/0/0.

ACTV-James, McCarron, Robert McConihe, David Koles

F. Childs made a motion to appoint Jim McCarron, Robert McConihe, and David Koles to the ACTV Committee as part-time employees to work on an as needed basis. Second: C. Schuster. 2/0/0.

Assessing:

Veterans Tax Credit – William Mitchell

F. Childs made a motion to grant a Veteran's Tax Credit on Map 13/Lot 47-0; 9 Woodlawn Avenue in the amount of \$500.00 as recommended by the Assessor. Second: C. Schuster. 2/0/0.

Withdrawal of Exceptions

F. Childs made a motion to withdraw the exceptions for Frederick Byrd, Joseph Poulin, Ann Romano-Cangimilla, John Mooney, and Lindsay Bleisch with a reminder they can come in and apply again by April 15th. Second: C. Schuster. 2/0/0.

Old Business:

Acceptance of the Personnel Handbook and Three (3) Addenda

Mr. Inness explained the Selectmen have received hardcopies and electronic copies of the revised Personnel Handbook and is looking for the Board to accept the handbook and addenda to make part of the town record.

C. Schuster made a motion to accept the draft of the Town of Atkinson Personnel Handbook and Three (3) Addenda as written. Second: F. Childs. 2/0/0.

New Business:

Approval Audio Vendor for the Deliberative Session

Mr. Innes explained Mr. Williams has received 3 bids and is recommending Music Factory Inc. not because they are the lowest bidder but because they are the most reliable. Per Mr. Williams, Music Factor Inc. has been working with the Town for the past 5 years and does a great job.

F. Childs made a motion to give the Deliberative Session to Music Factory Inc. in the amount of \$1,130.00. Second: C. Schuster. 2/0/0.

Select Vendor for Printing the Town's Annual Town Report

Mr. Innes explained there have been 3 bids received and the lowest bidder was Select Print Solutions in the amount of \$1,125.00. Mr. Innes has also checked Select Print Solutions references with 5 towns who highly recommend their services.

C. Schuster made a motion to use Select Print Solutions for printing the town's annual report in the amount of \$1,125. Second: F. Childs. 2/0/0.

Emergency Operations Plan Update Proposal

Mr. Innes explained he and Chief Murphy have met regarding this topic and would like to hire Hubbard Consulting in the amount of \$5,000 to help develop an Emergency Operations Plan. Mr. Innes will be tracking time spent by Town Employees and Volunteers which in turn will be submitted for reimbursement in the amount of \$5,000.

C. Schuster made a motion to hire Hubbard Consulting in the amount of \$5,000 to assist in developing an Emergency Operations Plan in order to obtain a grant for monies to be brought back to the Town. Second: F. Childs. 2/0/0.

Highway Safety Committee

Mr. Innes explained he has been in contact with Chief Consentino and they are going to restart the Highway Safety Committee meeting in the 3rd week of February. Mr. Innes will chair the meeting.

Mr. Schuster – Miscellaneous Items

Mr. Schuster said the Cub Scouts recently had breakfast at the Community Center which went very well. He also attended the Senior Lunch and said he appreciated the time and that it was very nice.

Town Administrator – Miscellaneous Items

Mr. Innes gave an update on the following items:

- Town Contracts – Currently doing a review of all town contracts. Hope to have completed by the end of the week and will report back to the Selectmen on what the current status is
- Purchasing Policy – 90% done
- Complaint Policy – 30% done
- Mr. Innes will schedule an evening meeting with the Selectmen to review the Purchasing Policy and Complaint Policy

Future Agenda:

Current – Open candidates filing 8:30am – Town Clerk’s Regular Hours – SAU #55 – Regular Hours (8:30am – 4pm)

1/30/12 – Post 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

C. Schuster made a motion to adjourn the Regular Meeting of January 30, 2012 at 8:04pm. Second: F. Childs. 2/0/0.

Respectfully Submitted,
Amanda Lueders

William Friel, Chairman

Fred Childs, Jr

Craig Schuster