

*Town of Atkinson
Board of Selectmen
Meeting Minutes
February 6, 2012*

W. Friel opened the Regular Meeting of Monday, February 6, 2012 at 7:30pm 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:
B. Innes, Town Administrator

Approval of Minutes:

1/30/12 – Regular Meeting

F. Childs made a motion to approve the minutes from Regular Meeting 1/30/12 as submitted. Second: C. Schuster. 3/0/0.

2/6/12 – Special Meeting – Deliberative Session

F. Childs made a motion to approve the minutes from Special Meeting – Deliberative Session 2/6/12 as submitted. Second: C. Schuster. 3/0/0.

Resignations:

Sanford Carter – Zoning Board

Mr. Carter submitted a letter of resignation from the Zoning Board of February 1, 2012. Mr. Innes read the resignation letter out loud.

F. Childs made a motion to accept the resignation of Sanford Carter with regret. Second: W. Friel. 3/0/0. Mr. Carter will be missed.

Old Business:

Purchasing Procedure

Mr. Innes explained the purchasing procedure is complete and will be reviewing with Sandra.

Complaint Procedure

Mr. Innes explained he is 80% done with the complaint procedure. He will be working to get steps in place and will complete by the end of the week.

Grant Tracking Process

Mr. Innes will begin working on this project.

Highway Safety Committee

Mr. Innes will be scheduling a meeting the week of February 20th.

Personnel Policy

Mr. Innes explained the Personnel Policy has been finalized. Mr. Innes is working on getting a policy section on the town website to store all polices. Each Town Employee will be required to read the online polices and sign a statement to acknowledge he or she has read the Personnel Policy and it's addendums.

New Business:

Selectmen's Recap of Deliberative Session

Mr. Innes asked if there were any questions from the audience regarding the Selectmen's recap of the deliberative session and there were none.

Award of FEMA Grants

FEMA Grants have been awarded

Area Code 809-Special Notice

Mr. Innes read a special notice submitted by Chief Consentino concerning a phone scam charging folks \$2,425 per minute. Residents are being warned to not call area codes: 809, 284, and 876 even if a message has been received stating they won something or someone has died.

Architect for Office Space Planning

Selectmen are asking any resident with architectural or space planning experience willing to donate their time to help with an office space planning project.

Department Reports

Discussion occurred around asking department heads to submit a department report. Mr. Innes and Mr. Schuster will meet to discuss the plan and whether or not the report should be monthly or quarterly.

Future Agenda:

- 2/9/12 – TRSD Deliberative session – performing arts center – 7pm
- 3/13/12 – Town Meeting (voting) Atkinson Community Center – 7:30am – 8Pm
- 3/20/12 – President's Day – Town Hall Closed

F. Childs made a motion to adjourn the Regular Meeting of February 6, 2012 at 7:45pm. Second: C. Schuster. 3/0/0.

Respectfully Submitted,
Amanda Lueders

William Friel, Chairman

Fred Childs, Jr

Craig Schuster