

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

W. Friel opened the Regular Meeting of Monday, March 5, 2012 at 7:31pm 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
S. Killam, Planning Board
T. Stewart, Road Agent
P. Torosian, Atkinson Resident

W. Friel made a motion to open the Public Hearing concerning a donation to install an irrigation system at Woodlock Park, and to transfer ownership of a copier from the Police Department to the Atkinson Academy on Monday, March 5, 2012 at 7:33pm for the reason of accepting donations. Second: F. Childs. 3/0/0.

Donation from Atkinson Youth Baseball – Irrigation of ball fields

W. Friel made a motion to accept a donation in the amount of \$19,000 from Atkinson Youth Baseball and Softball for the purpose of irrigating the ball fields. Second: F. Childs. 3/0/0.

Transfer of copier from PD to Atkinson Academy

F. Childs made a motion to accept the donation from the Atkinson Police Department, to donate their existing photocopier to Atkinson Academy. Second: C. Schuster. 3/0/0.

W. Friel made a motion to close the Public Hearing of Monday, March 5, 2012 and return to the Regular Meeting at 7:37pm. Roll Call Vote: W. Friel: Yes, F. Childs, Yes, C. Schuster, Yes.

Approval of Minutes:

2/13/12 – Regular Meeting

F. Childs made a motion to approve the minutes from Regular Meeting 2/13/12 as submitted. Second: C. Schuster. 3/0/0.

Appointments:

Highway Safety – John Recesso – Through April 2013

F. Childs made a motion to appoint John Recesso to the Highway Safety Committee for a term of 1 year expiring April 2013. Second: C. Schuster. 3/0/0.

Russell Wolff – ACTV Crew Member

F. Childs made a motion to hire Russell Wolff as an ACTV Crew Member with a rate of pay of \$30.00 per session. Second: C. Schuster. 3/0/0.

Assessing:

Veterans Tax Credit – Lot 000013-000007-00023D- 10 Ridgewood Drive

F. Childs made a motion to grant a Veterans Tax Credit in the amount of \$500.00 to Map 13/Lot 7-23D; 10 Ridgewood Drive. Second: C. Schuster. 3/0/0.

Appearances:

Peter Torosian – Formal Complaint

Mr. Torosian, Atkinson Resident, appeared before the Board of Selectmen to file a formal complaint against the Road Agent and crew for damage to his property during snow removal. Mr. Torosian explained he resides on a cul-de-sac at 18 Pine Knoll Drive and stated there has been damage done to his lawn and shrubs as well as the removal of some stakes and poles used to mount his mailbox during some recent snow removal activity by the Town's Road Agent and crew. Mr. Torosian questioned the amount of right-of-way on the cul-de-sac and whether or not the rule to not put items in the right-of-way should be enforced on cul-de-sacs or any side streets. Mr. Torosian would like to come to an agreement with the Road Agent concerning snow removal to avoid further damage to his property and is requesting snow be pushed to the left side of the cul-de-sac.

Mr. Friel responded to Mr. Torosian by stating he will need to do some research on the issue before fully responding, but supports the Road Agent and crew when plowing and stated the Town cannot be held responsible for items damaged in the right-of-way. Mr. Friel acknowledged the fact there are many residents with items in the right-of-way even though there is an RSA stating they cannot do that.

Mr. Schuster responded to Mr. Torosian by stating he agrees it would be best to come to a point where everyone can work together to resolve the issue and appreciates Mr. Torosian bringing his complaint before the Board of Selectmen.

Mr. Innes responded to Mr. Torosian by showing him a map indicating there is a right-of-way of 13 feet around the cul-de-sac. Mr. Innes gave the map to Mr. Torosian.

Mr. Stewart, Road Agent, also appeared before the Board of Selectmen to respond the Mr. Torosian's complaint. Mr. Stewart began by stating the Planning Board allows 13 feet around the cul-de-sac for snow removal and stated there is only one place where snow can go. Mr. Stewart feels he is doing his best during snow removal to not damage properties and is willing to repay any damage done when the Board of Selectmen see fit. Mr. Stewart also explained he needed to remove a metal stake with two, four inch diameter posts filled with cement due to safety concerns and stated the resident was breaking the law by having it there.

Mr. Innes will set up an appointment to visit Mr. Torosian's property with Mr. Stewart to determine if there can be a resolution to the issue and if it is possible/reasonable to push snow to the left of the cul-de-sac.

Mr. Stewart, Fuel Costs

Mr. Stewart brought up the topic of fuel costs to the Board of Selectmen and expressed concern with how the cost of fuel is impacting the salaries within his department. Mr. Stewart with put together a spreadsheet and submitted it to the Town Administrator for review.

Mr. Stewart, Contingency Plan

Mr. Innes and Mr. Stewart will put together a formal plan and to submit to the Board of Selectmen.

Old Business:

Discuss Department Head Monthly/Quarterly Reporting Process

Mr. Innes and Mr. Schuster will set up a meeting to discuss this process.

Purchasing Policy – In Review

W. Friel made a motion to accept the Purchasing Policy as currently written. Second: C. Schuster. 3/0/0.

Complaint Policy – In Review

W. Friel made a motion to accept the Complaint Policy as currently written. Second: C. Schuster. 3/0/0.

New Business:

Acceptance of EMPG Grant

F. Childs made a motion that the Town of Atkinson accept the Emergency Management Performance Grant (EMPG) agreement terms as presented. The grant will be used to develop a Local Emergency Operations Plan (LEOP). The total project cost is \$10,000 with a local match of 50% or \$5,000. Second: C. Schuster. 3/0/0.

Contract Tracking Process

Board of Selectmen will review and get back to Mr. Innes with any changes or edits.

DOL Audit Report Findings – Extension Until June 1, 2012

Mr. Innes explained he has recently received an extension until June 1, 2012 to respond to the DOL regarding their recent audit report findings.

Community Center Fire Suppression System

Mr. Innes explained the Fire Department has recently red-listed the Fire Suppression System at the Community Center and almost shut it down. Mr. Innes reviewed the system with Dave Weymouth and sent a RFP out in the amount of \$1,250.00 with the intention of work to begin within the next few weeks.

1st Choice Networks

Mr. Innes explained he would like the Board of Selectmen to extend the 1st Choice Networks contract for two years at the same prices. Mr. Innes spoke to Mr. Barbara, IT Chair, who believes this is a good deal for the Town.

W. Friel made a motion to extend the 1st Choice Networks contract for two years, subject to annual funding, under the same conditions as the first contract. Second: C. Schuster. 3/0/0.

Job Description Review Process

Mr. Innes explained he has been working on the review of all job descriptions for Town Employees and will bring before the Board of Selectmen for review. The Board of Selectmen also agreed to post the job descriptions on the Town Website.

Waste Management Contract

Mr. Innes explained the contract with Waste Management has been extended through the month of April. Mr. Innes will be reviewing other proposals submitted March 23, and will have until the end of March to make a recommendation concerning which company should handle the Town's municipal solid waste.

Electronic Communications Proposal

The Board of Selectmen will review the proposal and get back to Mr. Innes with feedback.

Building Maintenance Review

Mr. Innes explained he will be looking at the maintenance needs in all town buildings and creating a plan on how to pay for the needs over the next year.

Appearances:

Michael Morin – Involuntary Merged Lots

Mr. Morin failed to appear at the Regular Meeting on March 5, 2012 but Sue Killam, Chair of Atkinson Planning Board, appeared before the Board of Selectmen to provide education on involuntary merged lots. Ms. Killam explained the 2011 Legislature amended RSA 674:39 to add section “aa” to allow property owners with Involuntarily Merged lots (merged by the municipality) to have those lots separated. Ms. Killam went on to explain the property owners need to make the request to separate lots if he or she feels they were involuntarily merged. The burden of proof falls upon the Town. Ms. Killam concluded by stating the Morin lots were merged as a condition of the ZBA approval of a special exception application to convert the home from Seasonal to Year-Round status.

Future Agenda:

3/12/12 – Town Meeting (Voting) Atkinson Community Center – 7:30am – 8pm

4/4/12 – A Rep from Congressman Bass’ office at Town Hall from 9:00 – 10:00am

F. Childs made a motion to adjourn the Regular Meeting of March 5, 2012 at 8:25pm. Second: C. Schuster. 3/0/0.

Respectfully Submitted,
Amanda Lueders

William Friel, Chairman

Fred Childs, Jr

Craig Schuster