

*Town of Atkinson
Board of Selectmen
Meeting Minutes
March 26, 2012*

F. Childs opened the Regular Meeting of Monday, March 26, 2012 at 7:31pm in the Atkinson Town Hall and led all present in the Pledge of Allegiance.

Members Present:

T. Barbera
F. Childs, Jr, Chairman
W. Friel

Others Present:

M. George, Northside Carting
B. Innes, Town Administrator
T. Stewart, Road Agent
P Lachapelle, Waste Management

Approval of Minutes:

3/19/12 – Non-Public Meeting

W. Friel made a motion to approve the minutes from Non-Public Meeting 3/19/12 as submitted. Second: T. Barbera. 3/0/0.

3/19/12 – Regular Meeting

W. Friel made a motion to approve the minutes from Regular Meeting 3/19/12 as submitted. Second: T. Barbera. 3/0/0.

Old Business:

Police Department Standard Operating Procedure (SOP) Document – Status

Mr. Friel will be done with his review by Tuesday, March 27th.

Letter to Mr. Morin re: Involuntary Merged Lots

Mr. Friel will write a letter to Mr. Morin.

New Business:

Acceptance of Highway Department Job Descriptions

Mr. Innes submitted three revised job descriptions to the Board of Selectmen for approval. The three job descriptions consisted of the Road Agent, Assistant Road Agent, and Highway Department Laborer positions. Mr. Stewart explained the status of both the Assistant Road Agent and Highway Department Laborer is to be greater than 20 hours per week but not to exceed an average of 35 hours per week in order to avoid the town paying benefits. After reviewing the job descriptions, the Selectmen agreed to remove the minimum qualifications section under the Road Agent job description because it is an elected position and elected positions do not require minimum qualifications.

Discuss/Award Trash RFP

Mr. Innes explained he has recently been collecting proposals and checking references on Vendors to collect trash for the Town. Mr. Innes recommended Northside Carting based on being the lowest bid at \$495,000 per year for 3 years as well as having great references. Mr. Stewart also agreed Northside Carting would be a good choice based on their eagerness to work with the Town and the fact the Town will be saving \$70,000 -\$80,000. Mr. George from Northside Carting was also present and stated his staff will work with residents to assist in this transition and agreed to pick up trash for the Town on Tuesday, Wednesday, and Thursday.

F. Childs made a motion for trash removal to be done on Tuesdays, Wednesdays, and Thursdays. Second: W. Friel. 3/0/0.

F. Childs made a motion to grant the municipal solid waste and recycling collection and disposal, from May 1, 2012 through April 30, 2015, to Northside Carting for a fixed amount of \$495,412 per year for 3 years, subject to annual funding, and contingent upon successful contract negotiations. In addition, the Board agrees to reduce the insurance coverage limits to those proposed by Northside. Second: W. Friel. 3/0/0.

LGC Report on Town Hall and Fire Department Sidewalks

Mr. Innes presented a report from LGC concerning Sidewalk inspections conducted on Thursday, March 22, 2012 at the Town Hall and Fire Department. The report included observations and recommendations on how to repair the sidewalks as well as photos of current conditions. Mr. Innes explained LGC is concerned the sidewalks are an employee hazard and need to be repaired. Mr. Innes asked the Selectmen for approval to put together an RFP for this project. The RFP will require vendors to submit options on using different materials such as asphalt, colored asphalt, and cobblestone as well as using a 5,000 psi concrete mix. Mr. Stewart also suggested the project needs to be a multi-faceted bid process to look at different options for the different needs around the buildings. The Board of Selectmen approved Mr. Innes to start the bid process on town sidewalks.

DOL Report – Police Department and Town Hall Actions

Mr. Innes explained that per the recent DOL report, he would like to put together an RFP to correct the air quality issue at the Police Department. Mr. Innes will use the existing RFP as a starting point. The Board of Selectmen approved Mr. Innes to start the bid process on air quality at the Police Department.

Mr. Friel is also working with an architect (pro bono) to address the security issue in the Town Clerk's and Tax Collector's office. The architect will provide drawings/sketches at no charge since Mr. Friel works with them often in his own business. Mr. Friel will ask them to look at the computer room as well.

Investment Policy for 2012

Mr. Innes asked the Board to extend the investment policy until 7/24/13.

W. Friel made a motion to extend the existing investment policy until 7/24/13. Second: T. Barbera. 3/0/0.

Meeting with Interware

Mr. Innes and Mr. Barbera are meeting with Interware on Tuesday, March 27th at 5pm to discuss the possibility of using credit cards in the Town Clerk's office. Mr. Barbera explained he doesn't want the Town to absorb any fees and would like to use a 3rd party clearing house to ensure security. Mr. Innes and Mr. Barbera will bring the information before the Board of Selectmen next week.

Brendan Road – Sink Hole

Mr. Stewart explained the sink hole on Brendan Road is getting bigger due to the collapse of culvert pipes under the road. Warrant Article #2012-18 was approved in the amount of \$38,000 to repair the culvert. Mr. Stewart would like the Board's approval to submit an emergency RFP. In order to get state funding, the project must start in 10 days.

W. Friel made a motion to grant approval for the Road Agent seek an emergency bid to repair the culvert pipes under Brendan Road based Stantec's documents dated March 26th. Second: T. Barbera. 3/0/0.

Town Website

Mr. Innes announced there has been new information added to the Town Website including annual reports, warrant articles, and town policies. Mr. Innes explained the goal is to update the website with one policy per month so that all policies will be on-line within 18 months.

Future Agenda:

3/28/12 – Wednesday 10AM – Highway Safety Meeting Selectmen’s Office

3/26/12 – 6PM Dept Head Meeting – Selectmen’s Office

4/1/12 – Palm Sunday 9AM – Noon Lions Pancake Breakfast Community Center

4/2/12 – Monday DRA Forms due – 7PM Conservation Meeting Selectmen’s Office

4/4/12 – Wednesday 9AM Earl Parker from Cong. Bass Office – Selectmen’s Office – 6:30pm – Red Sox Ticket Sale Community Center

4/7/12 – Saturday 11AM – Easter Egg Hunt – Woodlock Park <10 years old

4/10/12 – Tuesday 11AM JLMC Meeting Selectmen’s Office

4/11/12 – ZBA Meeting Wednesday 7:30PM Selectmen’s Office

4/14/12 – Saturday 8AM – Indoor Farmer’s Market Community Center – 8AM Kickoff Town Beautification Week Community Center

W. Friel made a motion to adjourn the Regular Meeting of March 26, 2012 at 8:26pm. Second: T. Barbera. 3/0/0.

Respectfully Submitted,
Amanda Lueders

Fred Childs, Jr, Chairman

William Friel

Todd Barbera