

*Town of Atkinson
Board of Selectmen
Meeting Minutes
April 2, 2012*

F. Childs opened the Regular Meeting of Monday, April 2, 2012 at 7:40pm 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:

P. Busby, Busby Construction Co., Inc.
B. Innes, Town Administrator
J. Hill, Jameson's Excavation
T. Stewart, Road Agent

Approval of Minutes:

3/26/12 – Regular Meeting

W. Friel made a motion to approve the minutes from Regular Meeting 3/26/12 as submitted. Second: T. Barbera. 3/0/0.

Assessing:

Abatement

F. Childs made a motion to deny an abatement on Map/Lot 000006-000037-000000 with an address of 7 Atkinson Farm Road because no assessing issues were presented. Second: T. Barbera. 3/0/0.

Elderly Exemptions

F. Childs made a motion to deny an elderly exemption on Map/Lot 000007-000179-000000 with an address of 14 Wood Drive because income exceeds the limit. Second: T. Barbera. 3/0/0.

F. Childs made a motion to grant an elderly exemption on Map/Lot 000021-000001-00052K with an address of 52 Chandler Drive. Second: T. Barbera. 3/0/0.

Veterans' Tax Credit

F. Childs made a motion to deny a Veterans' Tax Credit on Map/Lot 000010-000007-00004A with an address of 1 Beechwood Court because there were no qualifying medals. Second: T. Barbera. 3/0/0.

F. Childs made a motion to grant a Veterans' Tax Credit on Map/Lot 000013-000029-000013 with an address of 38 Winslow Drive. Second: T. Barbera. 3/0/0.

Old Business:

Police Department Standard Operating Procedure (SOP) Document – Status

Mr. Friel explained the Police Department SOP has been sent to MRI for review and should be returned by next week.

Letter to Mr. Morin re: Involuntary Merged Lots

Mr. Friel explained the letter has been completed and sent to Town Council for review.

1,4-Dioxane Update

Mr. Innes explained he and Sue Killam recently met with the DES Director of Waste Management regarding the Dioxane issue. The DES has also involved the EPA and Hampstead Water Company to find a long term

solution to the problem. They have tested 18 more wells and are looking across a broader area to determine if the Dioxane has leached to other wells. They are actively investigating to determine the cause of the contamination. Mr. Innes announced there will be a public information session during the first week of May, final date to be determined.

New Business:

Naming of East Road Park

Mr. Innes asked the Selectmen if they were ready to make a decision regarding renaming East Road Park to Collins Park per the Recreation Commission's recent recommendation. Mr. Innes will work on putting together a policy on renaming items in the town.

Mr. Barbera made a motion to move ahead with the recommendation from the Recreation Committee to change the name of East Road Park to Collins Park. Second: F. Childs. 3/0/0.

Hiring a "Back-up" Bookkeeper

Mr. Innes explained Sandra has recommended hiring Patricia Macomber as a back-up bookkeeper at the rate of pay of \$18.00 per hour.

Mr. Childs made a motion to hire Patricia Macomber as a back-up bookkeeper at the rate of pay of \$18.00 per hour. Second: W. Friel. 3/0/0.

Police Department Roof

Mr. Innes explained per the recent warrant article passed in the amount of \$45,000 to repair the Police Department roof, he would like to send out an RFP for the job. Mr. Innes also explained there has recently been a leak in the roof that has caused some damage to the Police Department ceiling. Mr. Innes expressed concern with fixing the ceiling without fixing the roof in case of another leak which would compromise work done to the ceiling. Mr. Innes also explained he asked Lambert Roofing Co. to assess the roof and provide recommendations for repair or replacement. Mr. Innes presented Lambert Roofing's recommendations to the Selectmen which also included a quote. Mr. Friel recommended putting an RFP out for both jobs (roof and ceiling) to see where the numbers fall and then look at the budget to determine where the money will come from. Mr. Innes will put together both RFP's to be sent out by the end of the week.

Personnel Policies Manual – Mileage Rates

Mr. Innes presented section 7.8.1 out of the Personnel Policies and Procedures Manual which indicated there is no associated reimbursement rates listed for business travel when using a personal vehicle. Mr. Innes also presented a motion made by Mr. Childs in 2008 to reimburse employees at the rate of \$.41 per mile. Mr. Innes explained the current IRS rate is in the amount of \$.555 per mile and made a recommendation to set the reimbursement rate to that amount. Discussion occurred around whether or not the rate had been increased since 2008. Mr. Innes will investigate what the current reimbursement rate is and get back to the Selectmen with that information next week.

Conflict of Interest Committee

Mr. Innes announced the Conflict of Interest Committee is looking for volunteers and asked any interested resident to get back to him.

Trash Preliminary Contract

Mr. Innes explained he has a preliminary contract for trash removal and will send to Town Council for review.

Credit Card usage in the Town Hall

Mr. Barbera explained he and Mr. Innes have recently met with Sandra Rowe from Interware regarding the set up of a credit card reader and online payment method for car and dog registrations. There will be no cost to the town to implement this process and the user will pay all fees associated with it. The swiping of the credit card will be secure because the card will be encrypted upon the swipe. The only restriction is that Visa can only be used online due to Visa rules. There will be no extra work for town employees as this is just another form of payment for residents. Mr. Barbera recommends the town implement this feature and would like to see the process start on June 25th.

Mr. Barbera made a motion to approve moving ahead with the credit card processing for car and dog registrations with Interware with a start date of June 25th. Second: W. Friel. 2/1/0. Mr. Childs is against this motion.

Brendan Road Culvert RFP

Mr. Innes explained per the Selectmen’s approval last week an emergency RFP was sent out to repair the Brendan Road culvert. The following proposals were received:

Company	Contact	Quote	Gravel/Yard
Busby Construction Co, Inc.	Paul D. Busby	\$23,695	
Galloway Trucking, Inc.	Andy Galloway	\$28,375	
Jameson’s Excavation	Jameson Hill	\$22,410	\$18

Mr. Stewart explained that based on Jameson Excavation being the lowest bidder he requested an extra addendum from them on the cost of gravel per yard. Mr. Friel responded to Mr. Stewart by stating he should have asked each bidder for an addendum regardless of their quote. Mr. Stewart will make calls immediately to each vendor and Mr. Friel will provide a list of questions for Mr. Stewart. Mr. Innes will schedule a public meeting on Tuesday, April 3rd at 8:30pm for Mr. Friel and Mr. Barbera to accept one of the contracts.

Redistricting Issue

Mr. Barbera made a motion to not challenge the redistricting and not join the law suit. Second: F. Childs. 3/0/0.

Announcements

Selecting a new Superintendent

Mr. Barbera announced there will be a special meeting held on Wednesday, April 4th at 7pm in Plaistow at 30 Greenough Road to start the process of a selecting a new superintendent.

Future Agenda:

- 4/3/12 – Tuesday 9am Veteran’s Club Community Center
- 4/3/12 – 7pm Budget Comm Reorg 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
- 4/4/12 – 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
4/14/12 – 8am Kickoff Town Beautification Week Community Center

W. Friel made a motion to adjourn the Regular Meeting of April 2, 2012 at 8:26pm. Second: T. Barbera. 3/0/0.

Respectfully Submitted,
Amanda Lueders

Fred Childs, Jr, Chairman

William Friel

Todd Barbera