

*Town of Atkinson
Board of Selectmen
Meeting Minutes
April 23, 2012*

F. Childs opened the Regular Meeting of Monday, April 23, 2012 at 7:30pm in the Atkinson Town Hall and led all present in the Pledge of Allegiance.

Members Present:

T. Barbera
F. Childs, Jr, Chairman

Others Present:

T. Stewart, Road Agent
B. Innes, Town Administrator

Approval of Minutes:

4/16/12 – Regular Meeting

Mr. Barbera made a motion to approve the minutes from Regular Meeting 4/16/12 as submitted. Second: F. Childs. 2/0/0.

Assessing:

Elderly Exemption – Map/Lot 000016-000039-000000-2 Emery Drive

Mr. Barbera made a motion to grant an Elderly Exemption on Map/Lot 16-39, 2 Emery Drive. Second: F. Childs. 2/0/0.

Veterans’ Tax Credit – Map/Lot 00009-000027-000003-2B Washington Road

Mr. Barbera made a motion to grant a Veterans’ Tax Credit on Map/Lot 9-27-3, 2B Washington Road. Second: F. Childs. 2/0/0.

Abatement – Map/Lot 000009-000049-00006-12 Blackford Drive

Mr. Barbera made a motion to grant an abatement on Map/Lot 9-49-6, 12 Blackford Drive in the amount of \$678.68 plus interest. Second: F. Childs. 2/0/0.

Abatement – Map/Lot 000009-000049-00007-12 Blackford Drive

Mr. Barbera made a motion to grant an abatement on Map/Lot 9-49-7, 10 Blackford Drive in the amount of \$654.24 plus interest. Second: F. Childs. 2/0/0.

Abatement – Map/Lot 000009-000049-00008-8 Blackford Drive

Mr. Barbera made a motion to grant an abatement on Map/Lot 9-49-8, 8 Blackford Drive in the amount of \$797.12 plus interest. Second: F. Childs. 2/0/0.

Appearances:

Recreation Commission – Proposal for Sun-n-Fun Employee Salaries

Mr. Innes presented the Recreation Commission proposal to the Board of Selectmen. Mr. Innes explained the request is to set pay scales for each Sun-n-Fun Counselor according to the level the counselor is in. A Junior Counselor would be set at a rate of \$7.25 per hour, a Counselor would be set at a rate of \$7.75 per hour, and a Senior Counselor would be set at a rate of \$8.25 per hour. The hiring of returning staff and appropriate pay scale will be determined by the director’s reviews of their work performance, instead of years worked. The hiring of new staff will usually start at a Junior Level unless the candidate has extensive experience as a

Counselor in another town. Mr. Innes will ask the Recreation Commission about the number of slots available for each Counselor level.

Mr. Barbera made a motion to approve the request of the Recreation Commission to set Counselor pay scales as presented. Second: F. Childs. 2/0/0.

Mr. Innes also explained the Recreation Committee Board decided to keep the registration fees the same as last year; 1 camper for \$195, 2 campers for \$280, a whole family for \$350. Mr. Innes also explained the Recreation Committee would like to try to create a separate program for older kids where there will be a different set of activities and field trips. There will be more mature Counselors assigned for this special program.

Old Business:

Police Department Standard Operating Procedure (SOP) Document – Status

No updates.

Letter to Mr. Morin re: Involuntarily Merged Lots - Status

No updates.

Police Department Detail Charge-out Rates

Mr. Innes announced per Mr. Childs request he has reviewed the contract to be sure everything was copasetic. Mr. Innes explained the request is to increase charge-out rates to \$38.00/hour in 2012, \$39.00/hour in 2013, and \$40.00/hour in 2014. Mr. Innes also explained that there would be an additional charge of \$10.00 for companies.

Mr. Barbera made a motion to increase the charge-out rates as presented: \$38.00/hour in 2012, \$39.00/hour in 2013, and \$40.00/hour in 2014 with a \$10.00 fee for out of town details. Second: F. Childs. 2/0/0.

New Business:

Create an Ad Hoc Heritage Committee

Mr. Innes explained the warrant article to create a Heritage Commission was invalid due to the language in the article. Mr. Innes went on to explain there has been a suggestion made to create an Ad Hoc Heritage Committee for the purpose of advising the town on town buildings with historical significance.

Mr. Barbera made a motion to form an Ad Hoc Heritage Committee to advise the Town of Atkinson and its Selectmen in the care, preservation and management of historical buildings within the Town. The Committee shall have advisory powers only. The Heritage Committee shall consist of seven full members and up to five alternate members appointment by the Board of Selectmen. One member of the Heritage Committee shall be a Selectman, two members shall be appointed from the Atkinson Historical Society, two members shall be appointed from the Atkinson Library Trustees, and the remaining two members shall be from the community at large for one year. All recommendations made by the Heritage Committee shall be brought before the Board of Selectmen for discussion and vote. Determination and majority vote by the Board is final. Second: F. Childs. 2/0/0.

Recreation Department Job Descriptions

Mr. Innes explained per his recent work in revising town job descriptions he would like the Board of Selectmen to review and approve some revised Community Center job descriptions including the Recreation Director, Sun-n-Fun Director, Sun-n-Fun Assistant Director, and Sun-n-Fun Counselor/Counselor in Training. The Board decided to wait until next week to approve until Mr. Friel has a chance to review.

Request to Separate Involuntary Merged Lots – Map/Lot 000017-000053-000054

Mr. Innes presented a proposed “Involuntary Merged” lot process to the Board of Selectmen and described the steps involved for any resident making such a request. Mr. Innes went on to present the request from Mr. Paul Kinney to restore Map 17 Lot 54 to the pre-merger status. Mr. Innes presented a letter from Sue Killam to the Board of Selectmen indicating Mr. Kinney’s request to separate two lots that are currently on the town tax maps as a single large lot known as Map 17 Lot 54.

Mr. Childs made a motion to restore Map 17 Lot 54 to the Pre-Merger status. Second: T. Barbera. 2/0/0.

Award Bid – Town Hall Back Door

Mr. Innes presented the following bid results for the Town Hall Back Door and explained New England School Services came in as the lowest bidder with great recommendations:

Company	Contact	\$ Bid	Comments
F.M. McNamee	Frank M. McNamee 781-435-1159	\$3,701	Wants \$1,850.50 deposit
Methuen Glass & Mirror, LLC	978-682-8233	\$6,227	
New England School Services Inc.	617-776-4700	\$2,805	
Professional Installation Co., LLC	Donald J. Belcort 603-391-5531	\$4,500	

Mr. Barbera made a motion to grant the Town Hall Back Door bid to New England School Services Inc in the amount of \$2,805. Second: F. Childs. 2/0/0.

Award Bid – Woodlock Park Well and Pump

Mr. Innes presented the following bid results for the 2012 Woodlock Park Well/Pump and explained Faxon Pump Company came in as the lowest bidder:

Company	Contact	\$ Bid
Clear Water Artesian Well Co., Inc.	Bruce Morgridge 603-235-5857	\$12,600
Comac Pump & Well, LLC	Scott M. Costa 603-365-0815	\$7,750
Faxon Pump Company	603-374-6807	\$7,500

Mr. Stewart appeared before the Board of Selectmen to explain the process of repairing the Woodlock Park Well and Pump. Mr. Stewart went on to announce Busby Construction will be setting up Millstream Drive and Brox Paving is scheduled to come in the first week of May.

Mr. Barbera made a motion to grant the Woodlock Park Well and Pump bid to Faxon Pump Company in the amount of \$7,500. Second: F. Childs. 2/0/0.

Future Agenda:

5/3/12 – 1,4 Dioxane Public Information Meeting 6:30pm Community Center

Information – Recreation Commission has Red Sox baseball tickets
Thurs July 19 @ 7:10pm
Monday August 6 @ 7:10pm
Tuesday August 21 @ 7:10pm
5/12/12 – Hazardous Waste drop-off in Plaistow @ 51 Old Colony Road

Mr. Barbera made a motion to adjourn the Regular Meeting of April 23, 2012 at 8:07pm. Second: F. Childs. 2/0/0.

Respectfully Submitted,
Amanda Lueders

Fred Childs, Jr, Chairman

William Friel

Todd Barbera