

*Town of Atkinson  
Board of Selectmen  
Meeting Minutes  
June 4, 2012*

F. Childs opened the Regular Meeting of Monday, June 4, 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:**

K. Delfino, School Board  
K. Galloway, Garden Club  
N. Gray, Garden Club  
B. Innes, Town Administrator  
M. Mascola, School Board  
G. Witley, Atkinson Resident

**Approvals:**

*5/21/12 – Regular Meeting Minutes*

T. Barbera made a motion to approve the minutes from Regular Meeting 5/21/12 as amended. Second: W. Friel. 3/0/0.

*Accounts Payable Manifest*

W. Friel made a motion to approve the Accounts Payable Manifest dated 5/24/12 in the amount of \$1,147.00. Second: T. Barbera. 3/0/0.

W. Friel made a motion to approve the Accounts Payable Manifest dated 6/5/12 in the amount of \$105,586.85. Second: T. Barbera. 3/0/0.

*Payroll Manifest*

W. Friel made a motion to approve the Payroll Manifest dated 5/29/12 in the amount of \$16,119.37. Second: T. Barbera. 3/0/0.

W. Friel made a motion to approve the Payroll Manifest dated 6/5/12 in the amount of \$23,899.11. Second: T. Barbera. 3/0/0.

**Appointments:**

*Technology Committee – Dave Paquette, term to end April 2013*

T. Barbera made a motion to appoint Dave Paquette as a member of the Technology Committee to serve a term of 1 year ending on April 30, 2013. Second: W. Friel. 3/0/0.

*Scenic Byway Committee – Marilyn Prell, term to end April 2013*

T. Barbera made a motion to appoint Marilyn Prell as a member of the Scenic Byway Committee to serve a term of 1 year ending on April 30, 2013. Second: W. Friel. 3/0/0.

*Heritage Commission Alternate – Adele Dillon, term to end April 2013*

T. Barbera made a motion to appoint Adele Dillon as an alternate member of the Heritage Commission to serve a term of 1 year ending on April 30, 2013. Second: W. Friel. 3/0/0.

### *Corrections to 4/30/12 Appointments*

**T. Barbera made a motion to rescind the motion made on April 30, 2012 to appoint P. Michael Dorman as Health Officer and William G. Friel as Deputy Health Officer. Second: F. Childs. 2/0/1. W. Friel abstained from the motion.**

**T. Barbera made a motion to appoint P. Michael Dorman as Health Officer to serve a term of 3 years ending on April 30, 2015. Second: F. Childs. 2/0/1. W. Friel abstained from the motion.**

**T. Barbera made a motion to appoint William G. Friel as Assistant Health Officer to serve a term of 3 years ending on April 30, 2015. Second: F. Childs. 2/0/1. W. Friel abstained from the motion.**

### **Assessing:**

#### *Abatement – Map/Lot 000021-000004-000000*

**W. Friel made a motion to approve an abatement for Map/Lot 000021-000004-000000; 130 Route 111 in the amount of \$353.44 plus interest. Second: T. Barbera. 3/0/0.**

#### *Abatement – Map/Lot 000021-000004-000001*

**W. Friel made a motion to approve an abatement for Map/Lot 000021-000004-000001; 2 Route 111 in the amount of \$4,160.44 plus interest. Second: T. Barbera. 3/0/0.**

#### *Abatement – Map/Lot 000021-000004-000006*

**W. Friel made a motion to deny an abatement for Map/Lot 000021-000004-000006; 2 Route 111. Second: T. Barbera. 3/0/0.**

#### *Veteran's Tax Credit*

**W. Friel made a motion to approve a Veteran's Tax Credit on Map/Lot 000012-000042-000000; 11 Meeting Rock Road in the amount of \$2,000. Second: T. Barbera. 3/0/0.**

### **Appearances:**

#### *Kay Galloway and Nina Gray, Atkinson Garden Club*

Ms. Galloway and Ms. Gray appeared before the Board of Selectmen to present a flower arrangement to grace the town hall atrium as well as a sign approved by the Selectmen four years ago to be placed on various flower beds in town maintained by the Garden Club. Discussion occurred around the recent clean up outside of the Community Center and the valuable flowers saved and moved with the help of Ted Stewart. There have been donations made towards the cost of trees to be placed outside of the Community Center. Ms. Gray also asked the Selectmen for approval to place a booklet of pictures in the Town Clerk's office displaying work completed by the Garden Club. The Selectmen approved this request. The Garden Club is in need of new members. Meetings will be held on the first Wednesday of each month at 1:00pm at the Community Center and all interested residents are welcome to join. Mr. Innes will follow up on the recent donation given toward new trees to ensure the donation is processed appropriately and whether or not the donation needs to be accepted by the Selectmen.

#### *Michael Mascola and Kate Delfino – SAU #55 School Superintendent Search*

Mr. Mascola and Ms. Delfino appeared before the Board of Selectmen to give an update on the search for a new superintendent of schools. SAU #55 and Hampstead schools have hired the services of New England School Development Council (NESDEC) to search for a new superintendent. A very important part of the process will be to solicit community input about the attributes, experiences and desired goals for the new superintendent.

Input will be solicited from focus groups of people over the next couple of weeks. Focus groups will be conducted as listed below:

- Local officials and all community members – Wednesday, June 6, 7pm at the Timberlane High School
- Seniors – Wednesday, June 6<sup>th</sup>, 3pm at the Vic Geary Senior Center, Plaistow
- Parents of Students – Thursday, June 7<sup>th</sup>, 7pm at the Timberlane High School

Registration for the Focus Groups is not required. Feedback from the Focus Groups will serve as a valuable tool during the interview process as well as for the new Superintendent as guide for the new position. There will also be upcoming meetings to discuss salary changes.

## **Old Business:**

### ***Police Department Standard Operating Procedure (SOP) Document – Status***

There will be a working session on Friday, June 8<sup>th</sup> at 9:30am between the Selectmen, Police Department and Town Administrator to discuss this topic.

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

Mr. Friel has completed the letter and will email it to Mr. Innes.

### ***Number for New Houses on East Road and Coventry Road***

Mr. Innes presented Map 14 to the Selectmen and explained the recommendation is to number Map 14, Lot 86-0 to number 2 Coventry Road.

**W. Friel made a motion to issue #2 on Map 14, Lot 86-0 on Coventry Road. Second: T. Barbera. 3/0/0.**

Mr. Innes also made a recommendation to number Map 14, Lot 86-3 to number 31 East Road. Per the Selectmen, Mr. Innes will double check this lot for accuracy.

### ***Tuition Reimbursement – Police Department***

Mr. Innes explained the Police Department Collective Bargaining Agreement refers back to the Town Policy and Procedure manual regarding tuition reimbursement.

**W. Friel made a motion that the Police Department members covered by the Collective Bargaining Agreement are also covered under the Town Policy and Procedure Manual regarding education reimbursement. Second: T. Barbera. 3/0/0.**

## **New Business:**

### ***Community Center Playground***

Mr. Innes announced Mr. Weymouth and Mr. Stewart have repaired the playground equipment at the Community Center.

### ***Naming Policy***

Mr. Innes presented a Naming Policy to the Board of Selectmen. The Selectmen would like to add an additional member to a naming committee, therefore there will be 1 member from the Board of Selectmen, 2 residents at-large, 1 member of the Historical Society and 1 member of the Kimball Library Trustees.

**W. Friel made a motion to accept the Naming Policy dated May 21, 2012 as amended. Second: T. Barbera. 3/0/0.**

### ***Separate Previously Merged Lots***

Mr. Innes explained there has been a request made by Gary and Maureen Witley of 6 Stage Road to restore their involuntarily merged lots (Lots 1 and 3) to their original pre-merger status. Mr. Innes went on to explain per a letter received by Ms. Killam, the Planning Board showed no record of an involuntary merger as well as no record of an approval process establishing the second lot (Lot 3). Therefore since the Town did not approve the second lot, the Town could not have merged them and should not allow them to be separated. Mr. Witley appeared before the Board of Selectmen showing his warranty deed indicating he purchased both lots. Mr. Innes will follow up with Ms. Killam and get back to Mr. Witley.

### ***Verizon Wireless Contract***

Mr. Innes explained he has recently worked with Verizon Wireless and would like the Board of Selectmen's approval to get the town on a different plan consisting of 2,400 pooled minutes which will save about \$175 to \$200 per month. All funds will be pro-rated.

**W. Friel made a motion to authorize Mr. Innes to move forward with a new contract with Verizon Wireless. Second: T. Barbera. 3/0/0.**

### ***Salary Concern***

Mr. Innes explained both Chief Consentino and Sergeant Caggiano would like to provide a raise to dispatcher Lynn Cunningham consistent with the raise schedule provided to the rest of the Police Department, and to make the raise retroactive. The Board of Selectmen would like to see what those numbers look like. Mr. Innes will get the information to present at the next meeting.

### ***2012 Floating Holiday***

Mr. Innes explained the Library would like to take their floating holiday on Christmas Eve and would like the Selectmen to assign December 24<sup>th</sup> as employees' Floating Holiday for 2012. The Board of Selectmen denied this request, suggesting that it was up to the individual employee to select his/her own Floating Holiday.

### ***Preliminary Audit Findings***

Mr. Innes explained that we have received a draft of the 2011 Financial Audit, and noted that there were a couple of minor findings which are currently being addressed.

### ***Community Health Services***

Mr. Innes explained he has recently met with Community Health Services who provide screening and triage for support of all residents seeking assistance. The charge for the service is \$450.00 per month or \$5,400 per year which will exceed the remaining amount in the 2012 Operating Budget for assistance. Mr. Innes explained although the services of Community Health Services would be beneficial to the town, he is concerned with the cost. The Selectmen agreed with Mr. Innes's concerns and have advised Mr. Innes to ask Community Health Services if they can give a lower quote.

### ***Comcast Internet Essentials***

Mr. Innes announced Comcast is now offering an internet service in the amount of \$9.95 per month to households with children who receive free or reduced price school lunches. Mr. Friel asked Mr. Innes to work with the Atkinson Academy principal to get this information out to families in the school shuttle. Mr. Innes will also put the information on the Internet.

### **Future Agenda:**

6/6/12 – Master Plan Visioning Session

6/6/12 and 6/7/12 – SAU 55 (Timberlane and Hampstead) Community Input

8/21/12 – Tickets for Red Sox vs. LA Angels Available

9/21/2012 to 9/25/2012 – 5-day Washington, DC and Gettysburg Trip

**T. Barbera made a motion to adjourn the Regular Meeting of June 4, 2012 at 8:43pm. Second: W. Friel. 3/0/0.**

Respectfully Submitted,  
Amanda Lueders

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Fred Childs, Jr, Chairman

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William Friel

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Todd Barbera