

*Town of Atkinson
Board of Selectmen
Meeting Minutes
July 16, 2012*

F. Childs opened the Regular Meeting of Monday, July 16, 2012 at 7:35pm 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:

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

Approvals:

7/2/12 – Regular Meeting Minutes

T. Barbera made a motion to approve the minutes from Regular Meeting 7/2/12 as presented. Second: W. Friel. 3/0/0.

7/6/12 – Special Meeting Minutes

W. Friel made a motion to approve the minutes from Special Meeting 7/6/12 as presented. Second: F. Childs. 2/0/1. T. Barbera abstained from the motion.

Accounts Payable Manifest - \$58,098.52

W. Friel made a motion to approve the Accounts Payable Manifest in the amount of \$58,098.52. Second: T. Barbera. 3/0/0.

Payroll Manifest - \$25,913.74

W. Friel made a motion to approve the Payroll Manifest in the amount of \$25,913.74. Second: T. Barbera. 3/0/0.

Town Clerk Job Descriptions

Mr. Innes presented three job descriptions to the Board of Selectmen for approval. The job descriptions were for the Town Clerk, Deputy Town Clerk and Assistant Town Clerk. Mr. Innes will double check the RSA to ensure the wording of the minimum qualifications for the Town Clerk is correct and bring the information to the next meeting.

Payment of Police Department Ceiling Bill

Mr. Innes presented an invoice from Horne Construction in the amount of \$42,040.00 for work done at the Police Department. Mr. Innes asked the Selectmen to approve payment of the invoice.

T. Barbera made a motion to authorize payment of invoice 12028-01 dated June 29, 2012 from Horne Construction in the amount of \$42,040.00. Second: W. Friel. 3/0/0.

Departments:

Fire, Police, Road Agent, Chase Island Association – Speed Bumps

Mr. Innes explained he has spoken to Town Counsel, the Road Agent, and the Fire Chief regarding the speed bumps on Chase Island. Chase Island Association is having a meeting on July 28th with regard to the speed

bumps and whether or not to keep them. Mr. Innes will bring forth information from this meeting with recommendations to the July 30th Selectmen’s meeting.

Award Proposals:

Town Hall Sidewalks

Mr. Innes presented the following bids with a recommendation to hire Horne Construction to repair the Town Hall Sidewalks.

Company	Contact	Base Bid	Alternatives	Comments
Concrete Work	Ron Mills 603-329-5569	\$21,840		
Fisette Excavation	Jim Fisette 603-508-0947	\$21,515	Hot top rear sidewalk lump sum of \$10,500	
CMI Asphalt, LLC	Ron Vaillancour	\$15,575	Deduct \$2,800 for 400 psi concrete. Deduct \$3,200 for asphalt sidewalks. Add \$10,400 for stamped/colored asphalt	Do not bid concrete pour in place curbing.
Horne Construction	Don Provost	\$13,950		Includes \$400 performance bond and #300 for concrete testing.

T. Barbera made a motion to hire Horne Construction in the amount of \$13,950 to repair the Town Hall Sidewalks, keep the granite, and to have someone from the Engineering Firm oversee the work. Second: W. Friel. 3/0/0.

Kimball House Furnace

Mr. Innes presented the following bids with a recommendation to hire Difeo Oil and Propane along with A Merrie Sweepe to repair the Kimball House Furnace.

Company	Contact	Bid	Unit Cost for Repairs	Warranty
DiFeo Oil and Propane	Darrell Zwicker 603-693-0110	\$5,280	N/A	Manufacturers and 2 year contractor labor guarantee
M&K Inc.	Michael Correia 603-235-8451	\$6,950.00	N/A	Manufacturers and 2 winter season contractor tune, clean and labor warranty

W. Friel made a motion to hire DiFeo Oil and Propane along with A Merrie Sweepe Chimney Service in the amount of \$5,280 to repair the Kimball House Furnace. Second: T. Barbera. 3/0/0.

Old Business:

Police Department Standard Operating Procedure (SOP) Document – Status

Mr. Friel will give Sergeant Caggiano the updated SOP for his review and recommendations.

Regional Planning Program

Mr. Innes asked the Selectmen to review an overview on the Sustainable Communities Initiative – Regional Planning Program and be prepared to discuss the topic at the July 30th Selectmen’s meeting.

Highway Department Hire

Mr. Stewart appeared before the Board of Selectmen to obtain approval to hire a seasonal laborer at the rate of pay of \$10.50 per hour pending a successful background check to replace a recent employee who walked off the job about 6 weeks ago.

W. Friel made a motion authorize the Road Agent to hire a seasonal laborer at the rate of pay of \$10.50 pending a successful background check. Second: T. Barbera. 3/0/0.

New Business:

Q2 End Budget Review

Mr. Innes presented the 2012 Q2 End Budget Review and explained the Town is on or ahead of the budget thus far. Mr. Innes went on to announce there has been a savings of about \$23,000 in trash removal since the hire of Northside Carting. Mr. Innes anticipates a savings of \$100,000 by the end of the year in trash removal if everything goes as planned. Going forward, Mr. Innes will track the budget by department on a monthly basis and meet with department heads to avoid over expenditures.

Recycling Committee

Mr. Innes explained he plans on putting together a Recycling Committee to increase recycling within the Town. Mr. Innes would like the program to be one that engaged as many groups in Town as possible.

Updates:

Kimball House Painting

Kimball House painting is complete and positive feedback has been received. Mr. Innes will be working on a maintenance schedule for the Kimball House and incorporate it into the budget beginning 2014.

1,4-Dioxane Concerns

The EPA has been working with Hampstead Water Company to resolve issues. Mr. Innes expects to have answers in the next 2 months.

Town Hall Back Door

This project has been held up due to Mr. Innes needing software installed on his machine. Mr. Innes would like to have this project done by the end of August.

Family Mediation Center

Mr. Innes is collecting bids for repair of the lally columns at the Family Mediation Center. The Police Department Trustee is starting next week and will begin painting the center 2 days per week.

Fire Station Insulation

Insulation will be taken out next week to see what's usable.

Future Agenda:

7/24/12 – J. Shaheen's Rep Selectmen's Office 1pm to 3pm

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

Mr. Barbera made a motion to adjourn the Regular Meeting of July 16, 2012 at 8:13pm. Second: W. Friel. 3/0/0.

Respectfully Submitted,
Amanda Lueders

Fred Childs, Jr, Chairman

William Friel

Todd Barbera