

*Town of Atkinson
Board of Selectmen
Meeting Minutes
August 13, 2012*

F. Childs opened the Regular Meeting of Monday, August 13, 2012 at 7:34pm 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:

R. Blackington, President, Horne Construction
P. Consentino, Atkinson Police Chief
T. Dziechowski, Atkinson Planning Board, Conservation Comm
C. Grant, Scenic Byway Committee
G. Greenwood, Rockingham Planning Commission
B. Innes, Town Administrator
D. Kimball, Scenic Byway Committee
M. Morrison, Municipal Pest Management
D. Provost, Project Manager, Horne Construction
M. Turell, Atkinson Representative to RPC, Planning Board

Approvals:

Workshop Minutes – 7/30/12

T. Barbera made a motion to approve the minutes from Workshop 7/30/12 as presented. Second: W. Friel. 3/0/0.

Regular Meeting Minutes – 7/30/12

T. Barbera made a motion to approve the minutes from Regular Meeting 7/30/12 as presented. Second: W. Friel. 3/0/0.

Accounts Payable Manifest for 8/7/12 - \$10,393.43

W. Friel made a motion to approve the Accounts Payable Manifest for 8/7/12 in the amount of \$10,393.43. Second: T. Barbera. 3/0/0.

Accounts Payable Manifest for 8/2/12 - \$52,716.38

W. Friel made a motion to approve the Accounts Payable Manifest for 8/2/12 in the amount of \$52,716.38. Second: T. Barbera. 3/0/0.

Payroll Manifest for 8/7/12 - \$22,442.00

W. Friel made a motion to approve the Payroll Manifest for 8/7/12 in the amount of \$22,442.00. Second: T. Barbera. 3/0/0.

Payroll Manifest for 8/14/12 - \$29,501.58

W. Friel made a motion to approve the Payroll Manifest for 8/14/12 in the amount of \$29,501.58. Second: T. Barbera. 3/0/0.

Appointments:

Atkinson Rail Committee – Albert Bradley, Term to end April 2013

W. Friel made a motion to appoint Albert Bradley to the Atkinson Rail Committee to serve a 1-year term ending April 2013. Second: T. Barbera. 3/0/0.

Appearances:

Horne Construction – Ralph Blackington and Don Provost

Mr. Blackington and Mr. Provost of Horne Construction appeared before the Board of Selectmen to make a proposition to become the Town's acting Construction Manager. Mr. Blackington described the role of the Construction Manager to be responsible for sending out bids, awarding bids to appropriate contractors, and supervising all construction projects in their entirety. There would be a pre-construction fee in the amount of 5% along with an hourly fee of \$65.00 per hour for pre-work. Horne Construction would contact local subcontractors and local vendors as part of the process. Mr. Innes has worked with Horne Construction on two different projects for the Town, both the Police Department Ceiling as well as the Sidewalk for the Town Hall, and has been extremely pleased with them and their professionalism thus far. Before hiring Horne Construction for these two projects, Mr. Innes checked 5 references all of which gave very positive feedback. The Selectmen would like to obtain a reference from another party where this actual proposed relationship was in place, for instance from SAU 17. Horne Construction will provide Mr. Innes with the contact information at SAU 17 and Mr. Innes will check this reference and report back to the Selectmen with the results.

Municipal Pest Management Update – Mike Morrison

Mr. Morrison appeared before the Board of Selectmen to provide an update on the current mosquito testing in Town and other discovered issues in some of the surrounding towns. Mr. Morrison announced 18 batches of mosquitoes have tested positive for the West Nile Virus in the towns of Manchester, Nashua, and Salem. This situation has been expected due to it being a dry summer thus far. The Eastern Equine Encephalitis is typically found in wetter summers. Mr. Morrison reviewed some prevention guidelines to follow including eliminating standing water and other mosquito breeding locations, being aware of where mosquitoes live and breed and keep them from entering homes, and protecting oneself from mosquito bites which includes wearing protective clothing and insect repellent. No birds are being tested for the West Nile Virus. Symptoms of the West Nile Virus include flu-like symptoms accompanied with fever and headache. So far, the West Nile Virus has not been found in the Town of Atkinson. In the event the West Nile Virus or EEE is discovered in the Town of Atkinson, the Health Department and the Selectmen would be notified immediately and Municipal Pest Management would provide enough data for the Town to make a decision on how to handle the situation.

Scenic Byway Committee – Carol Grant and Dan Kimball

Ms. Grant and Mr. Kimball appeared before the Board of Selectmen to present two byway signs and obtain approval to have 4 signs made in an amount not to exceed \$75.00 each. The Committee will work with the Road Agent when posting the signs.

W. Friel made a motion to approve the Scenic Byway Committee to obtain 4 byway signs and will reimburse the State Prison the cost of making up the 4 signs in an amount not to exceed \$75.00 per sign. Second: T. Barbera. 3/0/0.

Sustainable Communities Initiative – Glenn Greenwood

Mr. Greenwood appeared before the Board of Selectmen to provide an overview of the Sustainable Communities Initiative – Regional Planning Program. Mr. Greenwood described the program to be a statewide project that coordinates previous long range planning efforts for transportation, land use, economic development, housing environment, energy, cultural and historic resources, public health, and environmental planning engaging local communities to work together to develop a comprehensive plan for their region, and

culminate with an overall vision for New Hampshire's future. A proposal was submitted and approved last October to the Housing and Urban Development Administration (HUD). The project will provide funding to each planning commission to undertake the preparation of the new regional plan. Mr. Greenwood explained Rockingham Planning Commission prepares a master plan every year and has done so for the last 35 years. What makes this year different is the HUD mandated reaching out to the surrounding communities for support and participation. The development of the plan will begin this fall and will continue over a 24 month period. While the Rockingham Planning Commission would like the Town of Atkinson to sign a Partnership Agreement, there is no obligation to sign. Signing a Partnership Agreement would commit the Town to participation in the process, provide advice in the development of regional policies, identify strategies, and prioritize implementation. Even if the Town of Atkinson decided to not sign the agreement, the town would still have full right to participate in the planning process simply because the Town is a member of the RPC community. Mr. Greenwood stated there is no downside to not signing the agreement. Mr. Greenwood also explained the goal of the Regional Planning Commission is to plan with the surrounding towns not for them. Mr. Turell, an Atkinson Representative to the Rockingham Planning Commission, asked Mr. Greenwood what role Atkinson's Master Plan plays in the Rockingham Planning Commission's development. Mr. Greenwood responded by stating whenever a master plan is created the commission reviews the existing plans first and that the plan should be interdisciplinary. Mr. Dziechowksi, Atkinson Planning Board and Conservation Commission Chairman, asked about a meeting that took place in Windham, NH and that according to the minutes, Towns would be subject to not receiving certain federal funds if they didn't sign the agreement. Mr. Greenwood stated he did not attend that meeting and did not know anything about that statement. The Selectmen thanked Mr. Greenwood for attending the Selectmen's meeting and providing an overview of the topic.

Old Business:

Assistance Guidelines

W. Friel made a motion to approve the Assistance Guidelines as presented. Second: T. Barbera. 3/0/0.

New Business:

Police Chief's Salary Increase

T. Barbera made a motion to increase the Police Chief's hourly rate by \$6.77 per hour bringing the total rate to \$24.15 per hour. Second: W. Friel. 2/0/1. Mr. Childs abstained due to lack of background information.

Record Retention Policy & Committee

Mr. Innes presented a Record Retention Policy dated August 13, 2012 and asked for the Selectmen to approve the policy and give the go ahead to form a Record Retention Committee to be comprised of the following: a member of the Board of Selectmen; Town Clerk; Tax Collector; Town Treasurer; Tax Assessor; Town Administrator; Police Department Records Clerk; and two (2) residents of the Town. The objective of the Committee will be to look at the RSA's and documents, make recommendations concerning what to and not to save and ensure records are properly stored and accessible. Mr. Childs did not agree that there should be residents on the Committee.

W. Friel made a motion to move forward with putting together a Record Retention Committee. Second: T. Barbera. 3/0/0.

Community Center Floor Framing and Support Inspection

Mr. Innes explained he recently asked Dave Weymouth and Bob Jones to evaluate the floor at the Community Center due to complaints the floor seemed to bounce when walking on it. Mr. Weymouth and Mr. Jones reported that there seemed to be a lack of footings and support for the floor. Mr. Innes will send out an RFP for an Engineer to look into the floor and the cost to fix it.

Volunteer Appreciation Night

Mr. Innes explained he would like to put together a Volunteer Appreciation Night to be held at the Community Center to honor the Town Volunteers and asked for the Selectmen's approval to do so. All three Selectmen approved the request. Mr. Innes will schedule the event.

Street Drainage – Residents Concern

Mr. Innes presented a resident complaint regarding flooding where the resident alleges every time it rains, the water rolls down the hill and floods his basement. Mr. Innes and Mr. Stewart looked into the issue and didn't see how this problem could occur but Mr. Stewart is willing to do some work to resolve the issue if the Board approves. Mr. Innes will invite Mr. Stewart to appear before the Board of Selectmen at the next meeting to discuss this issue.

Union Grievance over Holiday Pay

Mr. Innes explained the Police Department Union has filed a grievance over holiday pay. The Town looked into the issue and believes the pay was fair. The Union disagrees and would like to schedule a meeting with the Selectmen. Mr. Innes will schedule a non-public meeting.

Officer Lundquist – Complimentary Letter

Mr. Innes presented a complimentary letter received from Patricia Goodrich on behalf of Officer Lundquist applauding the Town for hiring him as an officer. She recently had a pleasant experience dealing with Officer Lundquist and wanted the Town to be aware. The Selectmen thanked Officer Lundquist for a job well done.

Heritage Commission

Mr. Barbera will kick this off sometime within the next month.

Credit Card Machine for the Town Clerk's Office

Mr. Barbera has recently recommended some contract changes with Infoware and is waiting to hear back.

Photo ID's for Residents

Mr. Barbera announced he has recently had conversation with the Town Moderator regarding residents who are unable to vote because they do not have a valid ID or a way to obtain one due to not having a driver's license. Mr. Barbera made a suggestion for the Elderly Affairs Department to extend their services to residents in town without a driver's license to drive them to Salem to obtain a non-driver's identification. Discussion occurred concerning holding a service at the Community Center to provide these residents with a Municipal ID, but Mr. Barbera said Municipal ID's are only valid until 2013 so that would only be a temporary solution. Chief Consentino will speak to the Secretary of State to inquire about the situation. Mr. Innes was asked to send out a Town wide mailing explaining the new ID requirement and will work with the Town Clerk and the Town moderator to do so.

Future Agenda:

8/25/12 – Windfield Alloy Recycling 2 Route 111, Atkinson 8AM to 12 Noon

8/27/12 – Next Regular Selectmen's Meeting

8/30/12 – Atkinson Road Race – Woodlock Park Recreation Area 6PM – Fun Run Woodlock Park Recreation Area 5:45pm

9/3/12 – Labor Day Town Offices Closed

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

10/27/12 – Hazardous Waste Collection 9:00 – Noon @ 178 Main Street in Kingston

Mr. Childs made a motion to adjourn the Regular Meeting of August 13, 2012 at 9:03pm. Second: W. Friel. 3/0/0.

Respectfully Submitted,
Amanda Lueders

Fred Childs, Jr, Chairman

William Friel

Todd Barbera