

*Town of Atkinson
Board of Selectmen
Meeting Minutes
August 27, 2012*

F. Childs opened the Regular Meeting of Monday, August 27, 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:

D. DeSimone, Tax Collector
B. Innes, Town Administrator
K. Eyring, Windham, NH
E. Mashimo, Windham, NH
T. Stewart, Road Agent

Approvals:

Workshop Minutes – 8/13/12

W. Friel made a motion to approve the minutes from Workshop 8/13/12 as presented. Second: T. Barbera. 2/0/1. F. Childs abstained from the motion.

Non-Public Meeting Minutes – 8/13/12

W. Friel made a motion to approve the minutes from Non-Public Meeting 8/13/12 as presented. Second: T. Barbera. 2/0/1. F. Childs abstained from the motion.

Emergency Meeting Minutes – 8/25/12

W. Friel made a motion to approve the minutes from Emergency Meeting 8/25/12 as presented. Second: T. Barbera. 3/0/0.

Regular Meeting Minutes – 8/13/12

W. Friel made a motion to approve the minutes from Regular Meeting 8/13/12 as presented. Second: T. Barbera. 3/0/0.

Accounts Payable Manifest for 8/21/12 - \$1,385,215.58

W. Friel made a motion to approve the Accounts Payable Manifest for 8/21/12 in the amount of \$1,385,215.58. Second: T. Barbera. 3/0/0.

Payroll Manifest for 8/28/12 - \$36,133.18

W. Friel made a motion to approve the Payroll Manifest for 8/28/12 in the amount of \$36,133.18. Second: T. Barbera. 3/0/0.

Appearances:

Regional Planning Program – Sustainable Communities Initiative

Mr. Eyring and Ms. Mashimo appeared before the Board of Selectmen to present on the Sustainable Communities Initiative. Mr. Irwin will provide the Selectmen with a summary of the presentation along with supporting information via email.

Old Business:

Street Drainage – Residents Concern

Mr. Stewart appeared before the Board of Selectmen to obtain authorization to perform work on 25 Maple Avenue in order to resolve the resident's concern. Mr. Stewart explained the work would involve defining a clearer path for the water course, which would not only benefit the resident but also the Town. The Board would like Mr. Stewart to obtain an easement from the resident before proceeding but agree this is in the best interest of the Town and of the property.

W. Friel made a motion to authorize Mr. Stewart to move forward with obtaining a work easement to perform work on 25 Maple Avenue. Second: T. Barbera. 3/0/0.

Chase Island Bridge

Members of the Chase Island Bridge Board appeared before the Board of Selectmen to discuss the next steps to resolve the concerns regarding the safety of the Chase Island Bridge. Stantec Consulting Services Inc. was recently asked to assess the bridge and provided their findings in a letter dated August 23, 2012. Stantec's recommendation for rehabilitation takes into consideration that rehabilitation is not slated to occur until this fall. In order to provide adequate structural capacity, Stantec recommends sliplining the culvert and suggest the following issues be considered prior to:

1. The void in the culvert backfill must be filled
2. The fill port near the waterline on the eastern wall of the pipe may have to be removed
3. A certification of the structural capacity of the slipline pipe system be provided to the Town from the manufacturer of the pipe or the contractor performing the work
4. The shape of the existing culvert is slightly deformed and not perfectly circular and needs to be considered when evaluating the appropriate size of slipline pipe to use

Prior to the rehabilitation scheduled for the fall, Stantec recommends the following interim measures be performed:

1. Immediately repair all voids in the culvert backfill
2. Limit the speed of all vehicles traveling over the culvert to 5 m.p.h maximum
3. Limit the volume of heavy truck traffic crossing the culvert to the extent possible
4. Monitor the culvert and roadway pavement above and in the vicinity of the culvert

If these interim recommendations are not implemented, Stantec does not recommend continued loading from trucks and other heavy vehicles between now and time of rehabilitation.

The Chase Island Board needs to obtain a permit from the State before performing the interim work. The Board of Selectmen will write a letter of recommendation to the DES in order to speed up the process. Upon completion of the interim work, Mr. Innes will set up time with Mr. Stewart to perform and inspection.

Dioxane Update

Mr. Innes explained there was a meeting held last Monday between the Hampstead Water Company, the EPA and the DES where options were reviewed to resolve the issue. John KcKeon from the EPA will request approval of the project from his superiors, and if approved, it will be funded from the 2013 budget and the work will be done in the spring. They have not found the source of the Dioxane, but at this point the goal is to resolve the issue.

New Business:

MS-1 Summary of Inventory Valuation/Extension

The Town has filed an Extension until October 1, 2012, for the MS-1 Summary of Inventory Valuation, due September 1, 2012. The Town has not yet received the Utilities values from the State, without which the MS-1 cannot be completed.

MS-4 Revised Estimated Revenues

Mr. Innes presented a projected view of where revenue will end for the year. The total projection as of August, 2012 is in the amount of \$2,145,000.00. The projection will be reviewed in October to determine the tax rate for 2012.

Pest Management Discussion

Mr. Childs called an Emergency Meeting on August 25, 2012 to discuss mosquito control due to the recent findings of the West Nile Virus in mosquito pools found in surrounding communities. The Governor requested the Town of Atkinson and surrounding towns to take action and offered to provide funding to do so. Mr. Innes contacted Swamp Management and scheduled them to spray Dow Common, Town Hall, East Road and Woodlock Park Recreation Fields and Atkinson Academy. Residents are also encouraged to protect themselves by wearing protective clothing, using bug spray and eliminating standing water on their properties.

Budget Process

Mr. Innes announced that the budget process has begun. The Budget Committee has put out their schedule and initial requests for budget numbers have been sent to the Town's Department Heads. The budget meeting scheduled on November 6th will be moved due to it being election night.

Job Description Approval

Mr. Innes presented 3 job descriptions to the Board of Selectmen for approval. The job descriptions presented were for the Tax Collector, Deputy Tax Collector and Town Administrator. Ms. DeSimone was present and stated she read the job descriptions for the Tax Collector and Deputy Tax Collector and had no changes.

W. Friel made a motion to accept the 3 job descriptions as created and presented by Mr. Innes. Second: T. Barbera. 3/0/0.

Future Agenda:

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, next meeting scheduled for 9/10/12

9/3/12 – MacDonald Memorial Antique Car & Truck Show on Atkinson Town Common and Fire Station 10am to 2pm

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 27, 2012 at 8:27pm. Second: W. Friel. 3/0/0.

Respectfully Submitted,
Amanda Lueders

Fred Childs, Jr, Chairman

William Friel

Todd Barbera

