

*Town of Atkinson
Board of Selectmen
Meeting Minutes
December 17, 2012*

F. Childs opened the Regular Meeting of Monday, December 17, 2012 at 7:38pm 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:

T. Dziechowski, Chair, Conservation Committee
B. Innes, Town Administrator
J. Sapia, Atkinson Resident
T. Stewart, Road Agent

Approvals:

Regular Meeting Minutes – 12/10/12

T. Barbera made a motion to accept the Regular Meeting Minutes of 12/10/12 as amended. Second: W. Friel. 3/0/0

Payroll Manifest for 12/18/12 - \$29,962.61

T. Barbera made a motion to approve the Payroll Manifest of 12/18/12 in the amount of \$29,962.61. Second: W. Friel. 3/0/0

Accounts Payable Manifest for 12/12/12 - \$62,836.93

T. Barbera made a motion to approve the Accounts Payable Manifest of 12/12/12 in the amount of \$62,836.93. Second: W. Friel. 3/0/0

Bids:

Highway – Road Maintenance

Mr. Innes and Mr. Stewart presented the following bids to the Board of Selectmen with a recommendation to award the bid to Busby Construction for an amount not to exceed \$278,000.00 based on past experience with the Town and reference checks. After negotiation Busby Construction lowered their original bid by \$5,000.

Company	Contact	Bid
Continental Paving, Inc	Jerry Maher	\$266,168.75
Busby Construction Co.	Paul Busby	\$260,549.70
CMI Asphalt	Ron Vaillancourt	\$250,057.90

W. Friel made a motion to award the Highway-Road Maintenance bid to Busby Construction, subject to approval at the town meeting, for an amount not to exceed \$278,000. Second: T. Barbera. 3/0/0

Old Business:

Highway Department Over-Expenditure

Mr. Stewart presented an over-expenditure request in the amount of \$7,500.00 out of budget line 40.45202.890.00 to replace the well pump and line at Woodlock Park.

W. Friel made a motion to approve the over-expenditure request in the amount of \$7,500.00 out of budget line 40.45202.890.00 to replace the well pump and line at Woodlock Park. Second: T. Barbera. 3/0/0

Bids:

Fire Station Sidewalk

Mr. Innes presented the following bids for the Fire Station Sidewalk project with a recommendation to award the bid to Concrete Work in the amount of \$9,680.

Company	Contact	Bid
Concrete Work	Ron Mills	\$9,680
Fisette Excavation	Jim Fisette	\$12,345
Horne Construction	Don Provost	\$23,600

T. Barbera made a motion to award the Fire Station Sidewalk bid to Concrete Work in the amount of \$9,680. Second: F. Childs. 2/0/1. W. Friel recused himself from the motion.

Bids:

Town Hall Security

Mr. Innes presented the following bids for the Town Hall Security project with a recommendation to award the bid to Antczak Building in the amount of \$3,910.

Company	Contact	Bid
Tier One Construction	Jerred Rounds	\$5,933.59
Antczak Building	Nathan Antczak	\$3,910

T. Barbera made a motion to award the Town Hall Security bid to Antczak Building in the amount of \$3,910. Second: W. Friel. 3/0/0.

New Business:

Highway Department - Pay Scales

Mr. Stewart appeared before the Board of Selectmen to request a pay increase for both the Assistant Road Agent and Highway Laborer. Mr. Innes has recently performed a salary analysis on all town jobs and has identified 3 positions needing pay increases, two of which fall under the Highway Department. The recommendation is to increase the Assistant Road Agent's pay of \$15.71 by \$1.50 per hour and to bring the Highway Laborer's position up from \$10.87 per hour to \$12.00 per hour.

W. Friel made a motion to increase Assistant Road Agent, Josh Dugdale's pay up from \$15.60 per hour to \$17.50 per hour along with a Cola raise in April. Second: T. Barbera. 2/1/0. F. Childs is against the motion.

T. Barbera made a motion to increase Highway Laborer Dave Whitley's pay up from \$10.87 per hour to \$12.00 per hour along with a Cola raise in April. Second: T. Barbera. 2/1/0. F. Childs is against the motion.

Vacant Building

Mr. Innes brought forth a memo submitted by Chief Consentino regarding the current status of the residence located at 18 Stage Road. Taxes have not been paid on this property in 2 years and there is some concern the property has been abandoned. The Selectmen instructed Mr. Innes to contact Sumner and to ask the Tax Collector if she can find a mortgage holder on the property to see if the mortgage is being paid.

Fund Balance Policy

Mr. Innes presented a Fund Balance Policy dated December 17, 2012 to the Board of Selectmen for review and approval. Per the recent audit report, Mr. Innes put together this policy by researching other Town’s fund balance polices and adopting some of their clauses. Selectmen will review the policy and get back to Mr. Innes.

Winslow Drive Acceptance

Mr. Innes will bring appropriate paperwork pertaining to this matter to the next Selectmen’s meeting.

Deliberative Session – MFI Productions

Mr. Innes explained Dave Williams would like permission to hire Music Factory Inc in the amount of \$1,114.00 to help set up the Deliberative Session.

W. Friel made a motion to authorize Dave Williams to move forward with the engagement of Music Factory Inc. in the amount of \$1,114.00. Second: T. Barbera. 3/0/0.

Town Report Publisher

Mr. Innes explained he would like to hire Select Print Solutions in the amount of \$1,125 to assist in printing the Town Report. The Selectmen approved this request.

Police Department Reports

Mr. Barbera explained the Town Web Reporter, Wendy, is now posting the Police Department reports on the Town Website and in the Eagle Tribune. The Selectmen all agreed there is no need for a representative from the Police Department to attend the Selectmen’s meeting to read the police reports.

Appearances:

Jack Sapia, 5 Crystal Hill Road

Mr. Sapia appeared before the Board of Selectmen asking for a donation from the Town of Atkinson toward renovations of the Timberlane fields. Mr. Sapia explained there has been a tremendous amount of work done already on the fields thanks to volunteers and previous donations, but there is still a lot of work to be done. All Checks will be ear-marked toward a specific project.

T. Barbera made a motion to make a donation in an amount not to exceed \$1,500 to come out of the Recreation Department budget 45201.850 subject to the approval of the Recreation Department. Second: W. Friel. 3/0/0.

Tim Dziechowski, Chair Conservation Committee

Mr. Dziechowski appeared before the Board of Selectmen to review the warrant articles recently submitted on behalf of the Conservation Committee. Mr. Dziechowski briefly reviewed each warrant article.

Future Agenda:

- Town Hall Closing 12:00pm on December 24
- Town Hall Open from 8:00am – 4:00pm on December 31
- 1/4/13 – Recreation trip to the Celtics Game

W. Friel made a motion to adjourn the Regular Meeting of December 17, 2012 at 9:25pm. Second: T. Barbera. 3/0/0.

Respectfully Submitted,
Amanda Lueders

Fred Childs, Jr, Chairman

William Friel

Todd Barbera