

*Town of Atkinson
Board of Selectmen
Meeting Minutes
April 15, 2013*

W. Friel opened the Regular Meeting of Monday, April 15, 2013 at 7:51pm in the Atkinson Town Hall and led all present in the Pledge of Allegiance.

Members Present:

W. Baldwin
T. Barbera
W. Friel, Chair

Others Present:

B. Innes, Town Administrator

Approvals:

Regular Meeting Minutes – 4/8/2013

T. Barbera made a motion to accept the Regular Meeting Minutes of 4/8/2013 as presented. Second: W. Baldwin. 3/0/0.

Payroll Manifest for 4/16/2013 - \$15,944.08

T. Barbera made a motion to approve the Payroll Manifest of 4/16/2013 in the amount of \$15,944.08 Second: W. Baldwin. 3/0/0.

Accounts Payable Manifest for 4/10/2013 - \$90,257.15

T. Barbera made a motion to approve the Accounts Payable Manifest of 4/10/2013 in the amount of \$90,257.15. Second: W. Baldwin. 3/0/0.

Assessing:

Elderly Exemptions– Map/Lot 000017-000020-000000 11 Island Pond Road

T. Barbera made a motion to grant the request for an Elderly Exemption on Map/Lot 000017-000020-000000 per the recommendation of the Assessor. Second: W. Baldwin. 3/0/0.

Elderly Exemptions– Map/Lot 000010-000007-00049B 66 Aspen Drive

T. Barbera made a motion to grant the request for an Elderly Exemption on Map/Lot 000010-000007-00049B per the recommendation of the Assessor. Second: W. Baldwin. 3/0/0.

Old Business:

2013 Committee Appointments

T. Barbera made a motion to appoint Glenn Saba to the Board of Adjustment (ZBA) Committee for a term of 3 years to expire on April 30, 2016. Second: W. Baldwin. 3/0/0.

T. Barbera made a motion to appoint Rose Cavalear to the Family Mediation Board for a term of 1 year to expire on April 30, 2014. Second: W. Baldwin. 3/0/0.

T. Barbera made a motion to appoint Julie Hammond, Donald B. Latham, and Nina Gray to the Alternate Library Trustees for a term of 1 year to expire on April 30, 2014. Second: W. Baldwin. 3/0/0.

T. Barbera made a motion to appoint Tim Dziechowski and Susan M. Killam to the Planning Board for a term of 3 years to expire on April 30, 2016. Second: W. Baldwin. 3/0/0.

T. Barbera made a motion to appoint Edward A. Steward as Tree Warden for a term of 3 years to expire on April 30, 2016. Second: W. Baldwin. 3/0/0.

2013 Committee Vacancies

Mr. Innes announced the 2013 Committee Vacancies. All residents are encouraged to fill the open positions.

New Business:

Approval – Job Description

Mr. Innes presented a job description for Planning Administrator. Mr. Innes will change the title of the job description to be “Planning Administrator.”

T. Barbera made a motion to approve the Job Description of Planning Administrator as amended. Second: W. Baldwin. 3/0/0.

Over Expenditure Approvals

PD Overtime – Lines 40.42101.110.08 & 4042101.110.09

Mr. Innes presented an over expenditure request from the Police Department in the amount of \$10,561.37 to cover overtime for police officers to work the hours needed to exercise the recent Highway Safety grant that has been awarded to the surrounding area. Selectmen would like to hold off on approving this request until the Police Department runs out of money.

Dues and Memberships – Line 40.41302.578.00

Mr. Innes presented an over expenditure request from the Executive Department in the amount of \$537.47 to cover dues and memberships.

T. Barbera made a motion to approve the over expenditure request from the Executive Department out of budget code: 40.41302.568.00 in the amount of \$537.47 for Dues/Memberships. Second: W. Baldwin. 3/0/0.

Legal Fees – Line 40.41531.390

Mr. Innes presented an over expenditure request from the Executive Department in the amount of \$8,657.00 to cover legal fees.

T. Barbera made a motion to approve the over expenditure request from the Executive Department out of budget code: 40.41531.390.00 in the amount of \$8,657.00 to cover legal fees. Second: W. Baldwin. 3/0/0.

Town Hall Maintenance – Line 40.41941.430.1

Mr. Innes presented an over expenditure request from the Maintenance Department in the amount of \$316.41 to cover equipment repairs. Mr. Innes will see about taking this money from another budget line.

Moderator – Line 40.41402.550.00

Mr. Innes presented an over expenditure request from the Moderator in the amount of \$1,341.00 to cover printing costs.

T. Barbera made a motion to approve the over expenditure request from the Moderator out of budget code: 40.41402.550.00 in the amount of \$1,341.00 to cover printing costs. Second: W. Baldwin. 3/0/0.

Cutting the Budget

Selectmen are concerned about the bottom line of the operating budget and would like to think about ways to cut the budget. Mr. Innes will evaluate and present an overview of the budget at the meeting scheduled in the beginning of May and will try to identify areas to potentially save money. Mr. Innes will also meet with Sandra on a monthly basis to review the budget.

Natural Gas

Mr. Innes will pull together information on switching from oil to natural gas and present to the Selectmen at the next meeting.

DOL Evaluation

Mr. Innes explained the DOL reviewed the work done based on their inspection from 1 year ago. They were happy with everything except for Town Clerk’s office. Mr. Innes would like approval to put a railing up. Selectmen approved the request. Mr. Innes will contact Nate Antzak to complete this job.

Dioxane

Mr. Innes announced more Dioxane is being found around the country but due to money not being available in the budgets, nothing is being done. Mr. Innes explained he has some concerns the EPA may be backing down from their commitment to the Town. Mr. Innes will follow up with the EPA and bring information to the next meeting.

Boston Marathon Tragedy

The Selectmen sent their thoughts and prayers to the city of Boston surrounding the recent tragedy at the Boston marathon.

Handbook Personnel Policies

Mr. Baldwin inquired about a handbook on personnel policies. Mr. Barbera directed Mr. Baldwin to the town website. Mr. Innes will be working on putting together a policy manual as well as an ordinance manual by the end of May.

Street Numbering Issue

Mr. Baldwin would like to revisit the street numbering issue and will be meeting with the Fire Chief regarding this issue soon.

Future Agenda:

4/29 – Next Board of Selectmen’s Meeting 6:30pm Atkinson Town Hall

6/9 and 7/25 – Red Sox tickets now available at the Community Center

2012 Annual Reports are available at the Community Center, Library and Town Hall, and on the town website

T. Barbera made a motion to adjourn the Regular Meeting of April 15, 2013 at 8:26pm. Second: W. Baldwin. 3/0/0.

Respectfully Submitted,
Amanda Lueders

William Friel, Chairman

Todd Barbera

William Baldwin