

*Town of Atkinson
Board of Selectmen
Meeting Minutes
June 3, 2013*

T. Barbera opened the Regular Meeting of Monday, June 3, 2013 at 7:30pm in the Atkinson Town Hall and led all present in the Pledge of Allegiance.

Members Present:

W. Baldwin
T. Barbera, Acting Chair

Others Present:

Sergeant Caggiano, Atkinson Police Department
J. Dugdale, Animal Control Officer
K. Galloway, Garden Club
M. Flynn, Garden Club
B. Innes, Town Administrator
T. Stewart, Road Agent
Officer Lyons, Atkinson Police Department

Announcements:

T. Barbera – Acting Chair, Board of Selectmen

Mr. Barbera announced Mr. Friel decided to turn his Chairmanship over to Mr. Barbera on May 31, 2013 on an interim basis due to his current health situation. Mr. Barbera will take on the duties of Acting Chair for the Board of Selectmen until Mr. Friel is well enough to resume his position.

Approvals:

Regular Meeting Minutes – 5/21/2013

W. Baldwin made a motion to accept the Regular Meeting Minutes of 5/21/2013 as presented. Second: T. Barbera. 2/0/0.

Payroll Manifest for 5/28/2013 - \$31,077.05

W. Baldwin made a motion to approve the Payroll Manifest of 5/28/2013 in the amount of \$31,077.05 Second: T. Baldwin. 2/0/0.

Accounts Payable Manifest for 5/21/2013 - \$158,387.33

W. Baldwin made a motion to approve the Accounts Payable Manifest of 5/21/2013 in the amount of \$158,387.33. Second: T. Barbera. 2/0/0.

Payroll Manifest for 6/4/2013 - \$24,172.54

W. Baldwin made a motion to approve the Payroll Manifest of 6/4/2013 in the amount of \$24,172.54 Second: T. Baldwin. 2/0/0.

Accounts Payable Manifest for 5/29/2013 - \$2,231,437.16

W. Baldwin made a motion to approve the Accounts Payable Manifest of 5/29/2013 in the amount of \$2,231,437.16. Second: T. Barbera. 2/0/0.

Bids:

TV Production Equipment

Mr. Innes presented the following bids for the TV Production Equipment with a recommendation to award the bid to Access A/V, LLC.

Company	Contact	Proposal \$
Access A/V, LLC 8 Integra Drive Concord, NH 03301	Kevin Long 603-224-2300 purchasing@accessavnh.com	\$14,978
Boreal Media Technologies 142 Lowell Road Units 17-395 Hudson, NH 03051	Sondra Nelson 603-933-3125 sondran@boreal-media.com	\$12,195

W. Baldwin made a motion to accept the RFP from Access A/V, LLC for TV Production Equipment in the amount of \$14,978. Second: T. Barbera. 2/0/0.

Old Business:

1,4-Dioxane Discussion

Discussion occurred around the 1,4 Dioxane issue and how it would impact the value of homes in Atkinson. Mr. Innes updated the Selectmen on recent activities surrounding this issue. A recent study by EPA scientists set the standard for Dioxane levels to be about 67 parts per billion. Below this amount is considered a non-emergency level. The highest level registered in Atkinson is 16 ppb, however due to the future potential risk the Federal Government will be funding this project in the amount of 2 million dollars. Since the project will actually cost about 3 million dollars it is possible not everything will get done. Mr. Innes will be working with the DES and EPA to look for ways to run the water everywhere. There is some concern Dioxane could reappear after the fix, but the belief is the Dioxane levels will not get much higher. There is potential for the Dioxane to expand beyond, however as of right now it looks as though it is contained in the area and not spreading. Mr. Innes will follow up with the Town Assessor to determine appropriate tax abatements for the affected properties and report back to the Selectmen at the next meeting.

Appearances:

National Garden Week – Kay Galloway and Marnie Flynn

Ms. Galloway and Ms. Flynn appeared before the Board of Selectmen to present a floral display as well as give an update on the beautification project. Ms. Flynn explained she co-chairs the beautification project with Sherry Turrell. The two have put signs up and have starting planting. The Garden Club meets on the first Wednesday of each month. All interested residents are encouraged to join the club.

Police Department – Officer Lyons

The Board of Selectmen presented a letter of commendation to Officer Lyons for exceptional work regarding the D.A.R.E Program with the fifth grade students at Atkinson Academy. Mr. Barbera read the letter out loud and handed it off to Officer Lyons.

Police Department – Sergeant Caggiano – SOP - Postponed

Sergeant Caggiano appeared before the Board of Selectmen to present the Vehicle Pursuit policy. Sergeant Caggiano explained the Atkinson Police Department would act as a secondary agency in the event an out-of-town officer came through town. Discussion occurred around whether or not the Atkinson Police Department should use stop sticks. Sergeant Caggiano feels as though it would be unsafe to use stop sticks in the town due to the way the streets are set up. All agreed the clause for stop sticks should remain in the policy in the event they are ever needed.

W. Baldwin made a motion to accept the Vehicle Pursuit policy effective June 3, 2013. Second: T. Barbera. 2/0/0.

Police Department – Tow Contract/Policy

Sergeant Caggiano presented the Tow Contract/Policy to the Board of Selectmen for approval. Mr. Baldwin would like agreements set up with multiple towing companies. Mr. Baldwin would like the name of this policy to be called “Towing Contract Agreement.”

W. Baldwin made a motion to put in place the Town of Atkinson Police Department Towing Contract Agreement as of June 3, 2013 and to be used in agreement with multiple towing companies on a 2-year basis which should be evaluated on an annual basis. Second: T. Barbera. 2/0/0.

Police Department – Contract Proposal from TEAMSTERS Local 633

Mr. Innes presented a contract proposal from TEAMSTERS Local 633. If the proposed contract is approved, the union will be willing to drop the recent grievance filed regarding holiday pay. The Selectmen will review this topic in a Non-Public meeting scheduled for Monday, June 10, 2013 at 7pm.

Appointments:

Highway Safety – John Recesso

W. Baldwin made a motion to appoint John Recesso to the Highway Safety Committee for a term of one year to expire April, 2014. Second: T. Barbera. 2/0/0.

Old Business:

Animal Control Department Discussion

Sergeant Caggiano and Josh Dugdale appeared before the Board of Selectmen to have a discussion regarding the Animal Control Department. Mr. Baldwin explained the Selectmen are looking to consolidate the Animal Control Department under the Police Department. Mr. Dugdale explained he is not opposed to becoming a part-time police officer but would like to work out some details. Sergeant Caggiano will meet with Mr. Dugdale and review the entire situation. This issue will be discussed in a public workshop on June 24th at 6:30pm.

Community Center Discussion

Mr. Innes explained the Community Center’s floor in the main function room has been condemned and rendered as non-usable. The total cost to repair this building will be around \$150,000 which will prolong its life by about 5 years. The total cost of building a new building to better fit the needs of the town would be between \$850,000 and \$1.3 M.. There is no money in the operating budget to repair the building this year. Mr. Barbera would like to put the fix/build issue in front of the voters and give residents a choice to either fix the building or build a new one. Money could come from the undesignated fund balance. Mr. Innes will put a schedule together to hold some public sessions for residents to speak to this issue. In the meantime, Mr. Innes will get in touch with a Construction Manager to help guide the town through this process. The cost associated with the Construction Manager can come out of the operating budget and monies left in a warrant article. All residents are encouraged to email Mr. Innes with any thoughts or concerns surrounding this issue.

Mr. Stewart inquired about getting prices for a temporary repair of the building. Mr. Innes explained there is a huge concern regarding liability for the town if anyone was hurt in the building; therefore the town is looking for a more permanent solution.

New Business:

Tax Warrant

Mr. Innes asked the Selectmen to read the motion regarding the tax warrant.

W. Baldwin made a motion to approve the Atkinson Tax Warrant for July 1st and to authorize the Tax Collector to collect property taxes in the amount of \$7,798,953.00, with an interest rate of 12% per annum for taxes paid after July 1st. We further order that all monies collected be remitted to the Town Treasurer. Second: T. Barbera. 2/0/0.

Trash/Recycling Update

Mr. Innes gave an update on the recent trash/recycling history. Mr. Innes explained the recycling rate YTD in 2013 is at 19.2% which is up almost 5%. There is great potential to increase percentage to about 35% by the end of the year.

BOS Meeting Schedule

Mr. Innes explained the Board of Selectmen will begin meeting on alternate weeks starting on June 10th through October 7th and will then resume regular weekly meetings.

Change Scenic Byway Committee's term from 1-year to 3 years

Postponed until next week to allow Mr. Innes to determine the origin of the committee.

Palmer Gas Program

Mr. Innes explained Palmer Gas/Ermer Oil is making an exclusive offer to all town employees and volunteers that save them up to 25% on fuel.

Highway Department Hires – Jonathan Beaulieu and Brendan Clemens

Mr. Stewart appeared before the Board of Selectmen to request approval to hire Jonathan Beaulieu and Brendan Clemens as part-time seasonal help for the Highway Department at the rate of pay of \$10.50 per hour with a contingency of passing the background check.

W. Baldwin made a motion to hire Jonathan Beaulieu and Brendan Clemens as part-time help for the Highway Department at a rate of pay of \$10.50 per hour contingent upon passing the background check. Second: T. Barbera. 2/0/0.

Town Jobs – Yearly Reviews

Mr. Innes explained he has been working on getting all town job descriptions complete. The next step is to look at salaries, against job scales, against performance. Mr. Baldwin would like all town jobs be set up for an annual performance review. Mr. Innes will work on getting this project finalized.

Highway Department Transition – Part Time to Full Time with Capitalization

Mr. Innes will schedule a workshop to review this topic.

Elderly Affairs Hires

Mr. Innes presented three candidates to the Board of Selectmen for hire into the Elderly Affairs Department as drivers.

W. Baldwin made a motion to hire Andy Brown, Ralph Steere, and Ron DeMille as drivers for the Elderly Affairs Department with a contingency of passing a background check and to not go over the salary amount already set up in the Elderly Affairs Department salary budget line. Second: T. Barbera. 2/0/0.

Budget Update – Over Expenditures

Mr. Innes presented the following over expenditure requests to the Board of Selectmen:

Department	Budget Code	Description	Amount
General Main – Library	40.41945.00	Heating System Repair	\$883.23
Community Center	40.41948.390.00	Work/Repair of Fire Suppression System	\$621.45
Animal Control	40.44191.610.00	General Operating Supplies	\$61.87
Assistance	40.44421.810.00	Food Assistance	\$247.50
Community Center	40.45208.412.01	Gas/Hot Water Heater	\$62.58

W. Baldwin made a motion to approve the over expenditure request for the Library – General Maintenance, budget code 40.41945.00 in the amount of \$883.23 for Heating System Repair. Second: T. Barbera. 2/0/0.

W. Baldwin made a motion to approve the over expenditure request for the Community Center, budget code 40.41948.390.00 in the amount of \$621.45 for work/repair of the fire suppression system. Second: T. Barbera. 2/0/0.

W. Baldwin made a motion to approve the over expenditure request for the Animal Control Department, budget code 40.44191.610.00 in the amount of \$61.87 for general operating supplies. Second: T. Barbera. 2/0/0.

W. Baldwin made a motion to approve the over expenditure request for Assistance, budget code 40.44421.810.00 in the amount of \$247.50 for food assistance. Second: T. Barbera. 2/0/0.

W. Baldwin made a motion to approve the over expenditure request for the Community Center, budget code 40.45208.412.01 in the amount of \$62.58 for gas/hot water heater. Second: T. Barbera. 2/0/0.

Future Agenda:

- 6/9 and 7/25 – Red Sox tickets now available at the Community Center
- 6/13/2013 – Sen. Kelly Ayotte’s representative Simon in Town Hall 12:30pm – 1:30pm
- 6/22/13 – Newport Flower Show, Newport, RI leaves Community Center 9am
- 9/22 – 25/2013 – Autumn in Canada Quebec City leave from Community Center – PASSPORT REQUIRED

T. Barbera made a motion to adjourn the Regular Meeting of June 3, 2013 at 9:33pm. Second: W. Baldwin. 3/0/0.

Respectfully Submitted,
Amanda Lueders

Todd Barbera, Acting Chairman

William Baldwin