

*Town of Atkinson  
Board of Selectmen  
Meeting Minutes  
July 22, 2013*

T. Barbera opened the Regular Meeting of Monday, July 22, 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  
W. Friel

**Others Present:**

B. Clark, Rail Committee  
B. Innes, Town Administrator  
G. Winchell – Re: Natalie Flanagan

**Approvals:**

*Regular Meeting Minutes – 7/8/2013*

W. Baldwin made a motion to accept the Regular Meeting Minutes of 7/8/2013 as submitted. Second: W. Friel. 3/0/0.

*Non-Public Meeting Minutes – 7/8/2013*

W. Baldwin made a motion to accept the Non-Public Meeting Minutes of 7/8/2013 as submitted. Second: W. Friel. 3/0/0.

*Payroll Manifest for 7/16/13 - \$29,704.82*

W. Baldwin made a motion to approve the Payroll Manifest of 7/16/13 in the amount of \$29,704.82. Second: W. Friel. 3/0/0.

*Accounts Payable Manifest for 7/11/2013 - \$153,841.98*

W. Baldwin made a motion to approve the Accounts Payable Manifest of 7/11/2013 in the amount of \$153,841.98. Second: W. Friel. 3/0/0.

*Payroll Manifest for 7/23/2013 - \$22,855.44*

W. Baldwin made a motion to approve the Payroll Manifest of 7/23/13 in the amount of \$22,855.44. Second: W. Friel. 3/0/0.

*Accounts Payable Manifest for 7/17/2013 - \$43,568.75*

W. Baldwin made a motion to approve the Accounts Payable Manifest of 7/17/2013 in the amount of \$43,568.75. Second: W. Friel. 3/0/0.

**Appointments:**

*Elderly Affairs Advisory Committee – Alan Phair – April 2015*

W. Baldwin made a motion to appoint Alan Phair to the Elderly Affairs Advisory Committee for a term to expire April 2015. Second: W. Friel. 3/0/0.

**Appearances:**

*Rail Committee – Bob Clark*

Mr. Clark appeared before the Board of Selectmen to provide an update on the proposed rail extension from Haverhill to Plaistow. In January, the town of Atkinson has succeeded in removing the old Westville home site on Blossom Road as a site for the MBTA. NHDOT has hired HDR Engineering to perform a feasibility study to

determine if a train station and layover yard should be built in Plaistow.. An information session concerning the study will be held in Plaistow and all Atkinson residents with concerns about a possible layover site and train station are encouraged to either attend the session or submit concerns in writing to the Rail Committee. Mr. Clark will be outside the meeting one hour before to answer any questions. The Rail Committee would also like the Selectmen to prepare any technical questions for HDR to add to the study. The Rail Committee will be inviting the new Bureau Administrator, Shelley Winters to the next Rail Committee Meeting.

***George Winchell – Re: Natalie Flanagan***

Mr. Winchell appeared before the Board of Selectmen to make an announcement that former representative Natalie Flanagan’s 100<sup>th</sup> birthday will be on Tuesday, August 6<sup>th</sup> and she would appreciate a card or visit from Atkinson friends.

**Old Business:**

***Animal Control Department Discussion***

The Selectmen will discuss this issue at a non-public session scheduled after the Regular Meeting on July 22, 2013.

**New Business:**

***Police Department Policy Approval***

Mr. Innes presented the following policies to the Board of Selectmen for approval:

- Written Directives Policy
- Vehicle Inventory Searches

**W. Baldwin made a motion to accept the Written Directives Policy and Vehicle Inventory Searches as presented, effective 7/22/13. Second: W. Friel. 3/0/0.**

***PD Job Description Approval***

Mr. Innes presented the following job descriptions to the Board of Selectmen for approval:

- Chief of Police
- Administrative Lieutenant
- Sergeant/Corporal
- Police Officer
- Detective
- Dispatcher
- Records Clerk

Mr. Baldwin would like to have the Records Clerk and Dispatcher job descriptions contain a hiring process that mimics the Police Officer hiring process due to the fact both positions deal with confidential information on a regular basis. Mr. Innes will update both job descriptions to reflect Mr. Baldwin’s request.

**W. Baldwin made a motion to accept the Chief of Police, Administrative Lieutenant, Sergeant/Corporal, Police Officer, and Detective job descriptions as presented, effective 7/22/13. Second: W. Friel. 3/0/0.**

***Over Expenditure Requests***

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

- Animal Control – Gasoline – 40.44191.635.00 - \$250.00 – money to come from within the budget
- Debt Service – Interest – 40.47211.981.00 - \$1,806 – budgeting error

**W. Baldwin made a motion to accept the over-expenditure request for the Animal Control Department out of budget line 40.44191.635.00 in the amount of \$250.00. Second: W. Friel. 3/0/0.**

**W. Baldwin made a motion to accept the over-expenditure request for the Finance Department out of budget line 40.47211.981.00 in the amount of \$1,806. Second: W. Friel. 3/0/0.**

***Mosquito Testing Update***

Mr. Innes gave an update on some recent mosquito testing in the town of Atkinson. So far, no pools have tested positive for EEE or West Nile Virus.

**Future Agenda:**

- 7/25/13 – Red Sox Tickets available at the community center
- 7/30/13 – Representative from Congresswoman Kuster’s office in Town Hall from 2:00 – 4:00PM
- 7/31/13 – Senior Luncheon – Atkinson Country Club – 12 Noon to 2 PM
- 8/1/13 – Ice Cream Social and Summer Concert – Atkinson Town Hall 6PM
- 8/6/13 – Former Representative Natalie Flanagan’s 100<sup>th</sup> birthday
- 8/17/13 – Winfield Alloy Electronic Recycling Day, free to residents of Atkinson
- 8/29/13 – Atkinson Road Race – 6:00PM @ Woodlock Park
- 9/22 – 25/2013 – Autumn in Canada Quebec City leave from Community Center – PASSPORT REQUIRED

**W. Baldwin made a motion to adjourn the Regular Meeting of July 22, 2013 at 8:06pm and to go into a non-public meeting under RSA 91-A:3 II (a) Employee and RSA 91-A:3 II (e) Legal. Roll Call Vote: Todd Barbera: Yes; William Friel: Yes; William Baldwin: Yes.**

Respectfully Submitted,  
Amanda Lueders

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Todd Barbera, Acting Chairman

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William Baldwin

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William Friel