

*Town of Atkinson
Board of Selectmen
Meeting Minutes
September 9, 2013*

T. Barbera opened the Regular Meeting of Monday, September 9, 2013 at 7:55pm 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:

J. Cobb, Technology Consultant, Library Trustees
P. Graziano – Eagle Scout
D. Heer, Director, Kimball Library
B. Innes, Town Administrator
A. Phair, Chair Library Trustees

Announcement:

Dave Paquette, Appointed Interim Director of the Elderly Affairs Department

Mr. Barbera announced that the Selectmen have just returned from a Non-Public Session where Dave Paquette was appointed as Interim Director of the Elderly Affairs Department.

Approvals:

Non-Public Meeting Minutes – 9/3/2013

W. Friel made a motion to accept the Non-Public Meeting Minutes of 9/3/2013 as submitted. Second: W. Baldwin. 2/0/1. Mr. Barbera abstained from the motion.

Regular Meeting Minutes – 9/3/2013

W. Friel made a motion to accept the Regular Meeting Minutes of 9/3/2013 as submitted. Second: W. Baldwin. 2/0/1. Mr. Barbera abstained from the motion.

Appearances:

Peter Graziano – Eagle Scout Project

Mr. Graziano appeared before the Board of Selectmen to ask for approval to include the area of Indian Rock in an Eagle Scout Project he plans to work on in the fall. The project would include a survey of the area, documentation of special features, and the preparation of trail guides and signage. Mr. Graziano's Eagle Scout review is scheduled for the summer of 2014. Funding for the project will come out of the Conservation Commission budget.

W. Friel made a motion to allow and support Peter Graziano to include the area of Indian Rock in his Eagle Scout project. Second: W. Baldwin. 3/0/0.

Old Business:

Town HVAC Project Update

Mr. Innes gave an update on the HVAC Project Update. All of the walls where mold was discovered have been taken apart and mitigated leaving no traces of mold. The walls are being put back together which should be completed by Friday. Mr. Innes gave credit to Dave Weymouth who has been working very closely with the contractor on this project.

E-911 Addressing

Mr. Baldwin passed around a copy of what the Highway Safety Committee is proposing to enhance the emergency response time to non-standard addresses in town. A total of 9 addresses will be affected to fulfill the

recommendations made by E-911 and remove all letter numbering in town. The Selectmen will need to retract any and all votes pertaining to this matter. Mr. Innes will go back and pull all votes, minutes, and video and meet with Mr. Baldwin to review. Votes will be presented at the next Selectmen's meeting for retraction.

New Business:

Library Server Issue – Over Expenditure

Mr. Phair, Mr. Cobb, and Ms. Heer appeared before the Board of Selectmen with a request to over-expend the bottom line of the Library Budget this year. The server in the library has recently died. A temporary one has been used in its place and has recently crashed. The server controls all the computers in the library. The library loses a lot of functionality without a server. The Software will need to be replaced as well in order to be more compatible with a new server. The library would like to go with Windows 8 as opposed to XP in order to obtain support when needed. The library has already contracted with First Choice therefore will need to go through them for this project. The following options were presented to the Selectmen:

Option	Description	Total Cost
1	Implement full server hardware and software upgrade by the end of October, 2013 to a robust fault tolerant, secure configuration as proposed by our support vendor, First Choice Networks. This includes upgrading all PCs to Windows 8 and Office 2013.	\$11,725.20
2	Use a two step approach. This year implement a single server (with upgraded software) by the end of October 2013. For 2014, include the second server HW (with implementation costs) and the implementation of Windows 8/Office 2013 on all PCs, in the 2014 budget. The 2014 work would be done in Qtr 2.	\$12,125.20
3	Short Term: Keep the temporary server until Spring 2014. Then upgrade based on an approved 2014 budget. Note: Mike Ebbett (First Choice) has expressed concern as to whether this server will be stable for another six months. Also, this option leaves the library vulnerable, as it is the same software configuration we had been using.	\$13,225.20

The Selectmen agree this project needs to be done, but question where the money will come from. Currently, the Operating Budget is very tight. Mr. Innes explained about 64% of the budget has already been spent. The budget is already over-expended by \$61,000 which Mr. Innes expects to be around \$80,000 by the end of the year so long as the budget stays where it is. Directors have been asked to cut their budgets and there will be money saved in certain lines of the budget, but there is no way of predicting how much money that will be. Mr. Innes thinks he will know better by the end of September where the budget actually stands. The Selectmen will take this request under advisement until they have a clearer picture of what the Operating Budget will look like at the end of the year.

Budget Presentation Schedule

Mr. Innes presented a 2014 budget presentation schedule to the Board of Selectmen. The Selectmen would like all presentations to take place on Monday nights during the Selectmen's meeting.

Cable Contract Status

Mr. Innes presented the latest Cable Contract to the Board of Selectmen. The next step is to send to the Attorney for review. Mr. Innes will put together bullet points summarizing the negotiations of the contract and send to the Selectmen for approval prior to sending to the Attorney.

Future Agenda:

9/12/2013 – Timberlane Annual Facilities Tour – High/Middle School and Performance Arts Center

9/22 – 25/2013 – Autumn in Canada Quebec City leave from Community Center – PASSPORT REQUIRED
9/26/2013 – Timberlane Annual Facilities Tour – Atkinson Academy
9/28/13 – Town-wide yard sale – 8am – 2pm

W. Baldwin made a motion to adjourn the Regular Meeting of Monday, September 9, 2013 at 8:51pm and to go into a workshop to discuss Highway Department Capitalization and Transition to an Appointed Road Agent. Second: W. Friel. 3/0/0.

Respectfully Submitted,
Amanda Lueders

Todd Barbera, Acting Chairman

William Baldwin

William Friel