

*Town of Atkinson  
Board of Selectmen  
Meeting Minutes  
September 16, 2013*

**T. Barbera opened the Regular Meeting of Monday, September 16, 2013 at 7:56pm 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:**

P. Caggiano, Acting Chief Police Department  
D. DeSimone, Tax Collector  
B. Innes, Town Administrator  
D. Williams, ACTV

**Approvals:**

*Non-Public Meeting Minutes – 9/9/2013*

**W. Baldwin made a motion to accept the Non-Public Meeting Minutes of 9/9/2013 as submitted. Second: W. Friel. 3/0/0.**

*Regular Meeting Minutes – 9/9/2013*

**W. Baldwin made a motion to accept the Regular Meeting Minutes of 9/9/2013 as submitted. Second: W. Friel. 3/0/0.**

*Workshop Meeting Minutes – 9/9/2013*

**W. Baldwin made a motion to accept the Workshop Meeting Minutes of 9/9/2013 as submitted. Second: W. Friel. 3/0/0.**

**Old Business:**

*E-911 Plan*

The Selectmen would like to accept and implement the recommendations made by the E-911 Commission on Washington Road and Coventry Road. All other non-standard addresses in town shall be referred back to E-911 for their recommendations.

The following tables list the address changes being made on Coventry Road and Washington Road:

<b>Current Address</b>	<b>Change To</b>	<b>Map-Lot#</b>
<b>COVENTRY ROAD</b>		
20A Coventry Road	22 Coventry Road	14-84-10
22 Coventry Road	24 Coventry Road	14-119
24 Coventry Road	26 Coventry Road	14-122
26 Coventry Road	28 Coventry Road	14-123
28 Coventry Road	30 Coventry Road	14-124
30 Coventry Road	32 Coventry Road	14-125
32 Coventry Road	34 Coventry Road	14-126
<b>WASHINGTON ROAD</b>		
2A Washington Road	1 Martha Way	9-27-4
2B Washington Road	3 Martha Way	9-27-3

W. Baldwin made a motion to accept the recommendations made by the E-911 Commission to fix non-standard addresses on Coventry Road and Washington Road and to implement change of addresses to certain street addresses per the table above. Selectmen will also refer all other non-standard addresses in town, as they come up, to the E-911 Commission for their recommendations. Second: W. Friel. 3/0/0.

Selectmen will follow the rules of the E-911 Checklist in order to notify residents of these changes.

**New Business:**

*Over-expenditures – Electricity*

Mr. Innes presented the following over-expenditure requests to the Board of Selectmen for approval. Each request is to cover the rise in electricity rates for January – April. This amount will be covered by the 8% cut back recently assigned to each Department Head. Going forward, the town will contract with PNH of NH at a fixed rate for 2 years. Based on this fixed rate, Mr. Innes will estimate each department’s electricity line amount for the 2014 budget.

Department	Budget code	Amount
TH Maint	40.41941.410.00	\$2,000
Maint – Kimball House	40.41946.410.01	\$100
Police Department	40.42127.410.00	\$1,250
Fire Department	40.42201.410.00	\$2,100
Street Lights	40.43163.410.00	\$3,000
Community Center	40.45207.410.00	\$400
Library	40.45501.410.00	\$2,400
<b>Total</b>		<b>\$11,250</b>

W. Friel made a motion to approve the over-expenditure requests as presented by Mr. Innes in the table above for a total amount of \$11,250. Second: W. Baldwin. 3/0/0.

*Over-expenditures – ACTV*

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

Department	Budget code	Amount	Reason
ACTV-20	40.45892.610.00	\$200	Ran through supply of blank tapes sooner than anticipated. Had to make a small order to get through to the next fiscal year.

W. Friel made a motion to approve the over-expenditure request from ACTV-20 out of budget code 40.45892.610.00 in the amount of \$200. Second: W. Baldwin. 3/0/0.

*Mosquitos*

Mr. Innes explained that based on recent findings of EEE and WNV in mosquito pools of the surrounding area, the Department of Health and Human Services will be spraying around town, specifically around ball fields, library, and the police station and other public buildings. This will happen next week and Mr. Innes will inform residents about this.

**Budget Reviews – Tax Collecting**

Ms. DeSimone appeared before the Board of Selectmen to present the following 2014 Tax Collecting budget.

Account No.	Description	Budget	Expended	Forecast	Proposed	Notes
41504.110.00	Deputy Tax Collector	2,775	1,253	2,775	2,775	Level Funded
41504.110.00	Tax Collector	26,838	18,441	26,838	26,838	Level Funded
41504.220.00	Fica	1,836	1,221	1,836	1,836	Level Funded
41504.225.00	Medicare	429	286	429	429	Level Funded
41504.341.00	Telephone	600	497	600	600	Level Funded
41504.341.00	Data Processing Supplies	200			200	Level Funded
41504.355.00	Microfilming	100			100	Level Funded
41504.355.00	Other Professional Services	1,800	2,607	3,049	3,050	Increase due to outsourcing the printing and cutting of bills
41504.430.00	Equipment Repairs	1			1	May need to repair typewriter someday
41504.560.00	Dues/subs/Memberships	270	190	190	270	Level Funded
41504.620.00	Office Supplies	1,500	519	519	1,500	Would like to keep at \$1,500 even though only spent 519
41504.625.00	Postage	3,600	1,975	3,386	3,600	Level Funded – cannot predict how many delinquent notices will need to be sent out
41504.740.00	New Equipment	1			1	
41504.820.00	Mileage	100			100	Ms. DeSimone is not going to submit mileage but will leave it there for her assistant
41504.850.00	Education/Conferences	500	100	536	550	Increase in order to benefit from education
<b>Totals</b>		<b>40,550</b>	<b>27,087</b>	<b>40,158</b>	<b>41,850</b>	

**W. Friel made a motion for preliminary approval of the Tax Collecting Budget in the amount of \$41,850 as presented by Ms. DeSimone. Second: W. Baldwin. 3/0/0.**

**Budget Reviews – Accounting and Financial**

Mr. Innes presented the following 2014 Accounting and Financial budget to the Board of Selectmen.

Account No.	Description	Budget	Expended	Forecast	Proposed	Notes
41501.110.00	Bookkeeper	54,960	36,771	54,960	55,784	Increased salaries by 1.5%
41501.120.00	Asst. Bookkeeper	928	374	700	1,500	Increased salaries by 1.5%
41501.210.00	Health Insurance	19,606	11,872	19,606	20,000	Increased based on people eligible
41501.220.00	Fica	3,465	2,303	3,465	3,551	Adjusted accordingly
41501.225.00	Medicare	810	538	810	830	Adjusted accordingly
41501.230.00	Retirement	4,836	3,429	4,836	6,007	Adjusted accordingly
41501.341.00	Telephone	555	248	555	480	Down due to usage
41501.430.00	Equipment Repairs	1	1	1	1	Level funded
41501.620.00	Office Supplies	1,200	1,027	1,030	1,400	Need to file cabinet
41501.625.00	Postage	1,200	741	1,200	1,250	Up due to need
41501.740.00	New Equipment	1	1	1	1	Level funded
41501.820.00	Mileage	25			25	Level funded

41501.850.00	Education/Conferences	100	25	25	100	Level funded
<b>Totals</b>		<b>87,687</b>	<b>57,330</b>	<b>87,189</b>	<b>90,929</b>	

All Salaries should be level funded, leaving this budget at a total of 90,000.

**W. Friel made a motion for preliminary approval of the Accounting and Financial Budget in the amount of \$90,000 as presented by Mr. Innes. Second: W. Baldwin. 3/0/0.**

***Budget Reviews – Auditing***

Mr. Innes presented the following 2014 Auditing budget to the Board of Selectmen.

Account No.	Description	Budget	Expended	Forecast	Proposed	Notes
41502.301.00	Accounting & Auditing	13,000	13,000			Same year after year – no increase
<b>Totals</b>		<b>13,000</b>	<b>13,000</b>			

**W. Friel made a motion for preliminary approval of the Auditing Budget in the amount of \$13,000 as presented by Mr. Innes. Second: W. Baldwin. 3/0/0.**

***Budget Reviews – Assessing***

Mr. Innes presented the following 2014 Assessing budget to the Board of Selectmen.

Account No.	Description	Budget	Expended	Forecast	Proposed	Notes
41503.110.00	Assessing Clerk/BOS Clerk	34,091	23,099	34,091	35,762	Selectmen would like to budget OT in a separate line
41503.210.00	Health Insurance	19,606	11,872	19,606	19,606	
41503.220.00	Fica	2,262	2,113	1,432	2,113	
41503.225.00	Medicare	494	335	494	519	
41503.230.00	Retirement	3,336	2,150	3,336	3,852	
41503.390.00	Assessing	36,884	22,256	36,884	37,034	
41503.625.01	Other/New	350		350	500	
<b>Totals</b>		<b>96,874</b>	<b>61,144</b>	<b>96,874</b>	<b>99,490</b>	

**W. Friel made a motion for preliminary approval of the Assessing Budget in the amount of \$99,490 as presented by Mr. Innes with the understanding we will separate OT out in a separate line. Second: W. Baldwin. 3/0/0.**

***Budget Reviews – Treasury***

Mr. Innes presented the following 2014 Treasury budget to the Board of Selectmen.

Account No.	Description	Budget	Expended	Forecast	Proposed	Notes
41505.110.00	Assistant Treasurer	1,250	625	1,250	1,250	
41505.130.00	Treasurer	2,000	1,000	2,000	2,000	
41505.220.00	Fica	203	101	203	203	
41505.225.00	Medicare	48	24	48	48	
41505.340.00	Bank Services/FAX	125	311	400	50	
41505.560.00	Dues/Subs/Memberships	50			50	
41505.820.00	Mileage	25			25	
41505.850.00	Education/Conferences	100			100	
<b>Totals</b>		<b>3,801</b>	<b>2,061</b>	<b>3,901</b>	<b>3,726</b>	

**W. Friel made a motion for preliminary approval of the Treasury Budget in the amount of \$3,726 as presented by Mr. Innes. Second: W. Baldwin. 3/0/0.**

**Budget Reviews – Police Department**

Sergeant Caggiano appeared before the Board of Selectmen to present the 2014 Police Department budget:

Account No.	Description	Budget	Expended	Forecast	Proposed	Notes
Police Admin						
42101.110.01	Chief's Salary	31,866	9,143	9,143	32,503.32	Represents 2% collective bargaining increase
42101.110.02	Part Time Officers Pay	80,000	56,649	87,861	85,439.44	Need to confirm number
42101.110.03	Full Time Officer Pay (Hourly)	250,161	159,296	253,498	265,102.48	Represents 2% collective bargaining increase
42101.110.04	Dispatch	38,552	24,958	39,500	39,323.04	Anticipated 2% increase
42101.110.05	School Crossing Guard	7,786	2,342	4,800	7,786.00	
42101.110.06	Sergeant	68,005	43,117	68,005	69,365.10	
42101.110.07	Clerical	15,733	9,930	15,300	16,320.00	Represents 2% collective bargaining increase
42101.110.08	Full Time Officers Overtime	18,270	18,469	20,000	20,178.66	
42101.110.09	Sergeant's Overtime	4,568	7,351	8,500	5,043.90	
42101.210.00	Insurance (AD&D)	111,068	55,441	99,250	119,182.40	Increase due to 3 officers having life changing events
42101.220.00	Fica	10,784	6,243	9,376	11,245.05	
42101.225.00	Medicare	7,466	4,769	7,300	7,705.10	
42101.230.00	NH Retirement	77,152	48,507	77,152	89,253.75	
42101.320.00	Legal Services	19,480	10,438	18,000	19,480.00	Entails town contracted services with attorney and district court prosecutor
42101.560.00	Dues/Subs/Memberships	2,210	798	1,400	2,210.00	
42101.820.00	Mileage	250		250	250.00	
	<b>Totals</b>	<b>743,351</b>	<b>457,450</b>	<b>719,335</b>	<b>790,388</b>	
Account No.	Description	Budget	Expended	Forecast	Proposed	Notes
Education/Training						
42104.110.00	Training (payroll)	9,135	7,018	10,000	10,200	
42104.220.00	Fica	283	128	283	252.96	
42104.225.00	Medicare	137	102	145	153	
42104.230.00	Retirement	1,033	1,099	1,300	1,560	
42104.390.00	Training Instructor Pay	800	350	600	800	
42104.850.00	Education/Training (supplies)	3,000	954	2,200	3,000	
	<b>Totals</b>	<b>14,388</b>	<b>9,650</b>	<b>14,528</b>	<b>15,967</b>	
Support Services						
42105.341.00	Telephone	7,000	3,815	5,500	7,000	
42105.350.00	Physicals	600			600	
42105.550.00	Printing & Binding	1,000		551	1,000	
42105.620.00	Office Supplies	5,000	1,943	4,300	5,000	
42105.625.00	Postage	1,000	49	500	1,000	
42105.740.00	New Equipment	5,000	2,222	4,200	6,500	Reflective of 5 year plan – anticipate an additional long gun and short gun for cruiser
42105.870.00	Uniforms	12,000	3,701	11,000	12,000	
	<b>Totals</b>	<b>31,600</b>	<b>11,730</b>	<b>26,051</b>	<b>33,100</b>	

Special Details						
<b>42106.110.01</b>	Town Details	5,075	1,936	4,500	5,176	2% per collective bargaining agreement
<b>42106.220.00</b>	Fica	157	55	100	96.28	
<b>42106.225.00</b>	Medicare	74	28	70	75.06	
<b>42106.230.00</b>	Retirement	574	206	600	924.01	
	<b>Totals</b>	<b>5,880</b>	<b>2,225</b>	<b>5,270</b>	<b>6,272</b>	
Police Building Maintenance						
<b>42107.360.00</b>	Cleaning Service	2,000	407	1,000	750	Reduced due to trustee doing most of the work
<b>42107.410.00</b>	Electricity	5,500	4,923	8,300	5,500	Will adjusted with new rate
<b>42107.411.00</b>	Heating Oil	4,000	3,542	5,800	5,800	Higher rates
<b>42107.430.00</b>	General Maintenance	650	106	400	650	
<b>42107.640.00</b>	Household Supplies	400	551	551	800	Increased food to pay trustee and to purchase cleaning supplies for facility
<b>42107.810.00</b>	Food	1,300	944	1,600	2,000	
	<b>Totals</b>	<b>13,850</b>	<b>10,473</b>	<b>17,651</b>	<b>15,500</b>	
Juvenile						
<b>42108.110.00</b>	Juvenile Officer	1,500	1,319	1,319	1,750	2% per collective bargaining agreement. Selectmen would like this section to be moved back to the main Police Department budget.
<b>42108.220.00</b>	Fica	124	8	8	108.50	
<b>42108.225.00</b>	Medicare	29	18	18	25.38	
<b>42108.230.00</b>	Retirement	453	229	229	446.25	
<b>42108.610.00</b>	Juvenile Supplies	1,000	110	600	1,500	
	<b>Totals</b>	<b>3,106</b>	<b>1,684</b>	<b>2,174</b>	<b>3,830</b>	
Cruiser Maintenance						
<b>42109.430.00</b>	Equipment Repairs	3,000	1,210	2,200	3,000	
<b>42109.635.00</b>	Cruiser Gas	38,000	20,533	36,250	38,000	
<b>42109.660.00</b>	Cruiser Maintenance	13,400	6,031	11,500	13,400	
<b>42109.680.00</b>	Cruiser Lease Agreements	1		1	2,408	Need to purchase 2 new vehicles this year. Plan to put one through a warrant article. Selectmen would like to increase this line and have all new cruisers to be purchased through a govt. lease program – to purchase one in the beginning of the year and one at the end of the year.
<b>42109.740.00</b>	New Equipment	3,500	2,317	3,200	5,500	Need new equipment to put into new cars
	<b>Totals</b>	<b>57,901</b>	<b>30,091</b>	<b>53,151</b>	<b>62,308</b>	
	<b>Grand Total</b>	<b>870,076</b>	<b>523,304</b>	<b>838,160</b>	<b>927,365</b>	

**W. Friel made a motion for preliminary approval of the Police Department Budget in the amount of \$927,365 as presented by Sergeant Caggiano with the understanding the electricity line and cruiser lease agreements will be adjusted and the Juvenile Section will be moved into the main section of the Police Department budget. Second: W. Baldwin. 3/0/0.**

Account No.	Description	Budget	Expended	Forecast	Proposed	Notes
Cable Operations						
45892.110.00	Staff Salary	9,000	3,288	7,308	8,900	Down due to clerical error from last year
45892.110.01	Salaries	24,851	16,071	24,500	24,851	
45892.220.00	Fica	2,101	1,136	1,857	2,101	
45892.225.00	Medicare	491	266	435	491	
45892.341.00	Telephone	450	249	375	400	Down due to usage
45892.390.00	Other Prof Services	800		300	800	
45892.560.00	Dues/Subs/Memberships	350	100	325	350	
45892.610.00	Supplies	400	391	462	500	Up due to overspending the past 2 years
45892.630.00	Minor Equipment	1,500	1,306	1,400	2,400	
45892.820.00	Mileage	375	148	501	500	Would like to add another line for mileage
45892.850.00	Education/Conferences	225		125	225	
<b>Totals</b>		<b>40,543</b>	<b>22,955</b>	<b>37,588</b>	<b>41,518</b>	

**W. Friel made a motion for preliminary approval of the Cable Operations Budget in the amount of \$41,518 as presented by Mr. Williams. Second: W. Baldwin. 3/0/0.**

### **Future Agenda:**

- 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 16, 2013 at 9:21pm. Second: W. Friel. 3/0/0.**

Respectfully Submitted,  
Amanda Lueders

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Todd Barbera, Acting Chairman

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William Baldwin

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William Friel