

*Town of Atkinson
Board of Selectmen
Meeting Minutes
September 23, 2013*

T. Barbera opened the Regular Meeting of Monday, September 16, 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:

J. Dugdale, Animal Control Officer
M. Finn, Treasurer & Vice Chair, Kimball Library Trustees
D. Heer, Director Kimball Library
B. Innes, Town Administrator
M. Mascola, Timberlane Regional School Board
E. Metzler, Superintendent of Schools

Approvals:

Non-Public Meeting Minutes – 9/16/2013

W. Baldwin made a motion to accept the Non-Public Meeting Minutes of 9/16/2013 as amended. Second: T. Barbera. 2/0/0. W. Friel was not present for this motion.

Regular Meeting Minutes – 9/16/2013

W. Baldwin made a motion to accept the Regular Meeting Minutes of 9/16/2013 as submitted. Second: T. Barbera. 2/0/0. W. Friel was not present for this motion.

Appearances:

Superintendent of Timberlane School District – Dr. Metzler

Dr. Metzler and Mr. Mascola appeared before the Board of Selectmen to open a dialogue between the Town of Atkinson and the Timberlane School District and asked if the Selectmen had any questions. Mr. Barbera inquired about the Timberlane School District budget and what it will look like next year. Dr. Metzler responded to Mr. Barbera by explaining the process has just started so he is not quite sure what it will look like yet. Dr. Metzler also commented that the school district will try to work smartly with the money provided to them in order to accommodate the students' needs and make nice memories for them. Mr. Innes asked whether or not there were any sizeable projects in the foreseeable future. Dr. Metzler responded to Mr. Innes by explaining the School Board is scheduled to have a retreat to work on capital improvements where such matters will be discussed, but did not know of any big projects as of right now. Dr. Metzler went on to say that last year the School Board focused on teachers' contracts and held off on projects, so this year there is a possibility the Board will look into some projects for the facilities. Mr. Innes inquired about whether or not there was another union at the school. Dr. Metzler responded to Mr. Innes by explaining that yes, there was another union at the school for the support staff, i.e. teacher helpers. Their contracts are currently in negotiations. Dr. Metzler has done extensive research on their salary and benefits and determined they were all over the map. The goal is to get the support staff on an equal ground in terms of pay and benefits. Mr. Mascola clarified the process of capital improvement and explained there have been facility tours held and one is scheduled for this Thursday, September 26th for Atkinson Academy and Pollard school. The Board takes this opportunity to see what everything looks like, then there is talk about needed projects and everything is prioritized. Mr. Barbera made a comment regarding warrant articles and how the window is closing on submitting any new ones. Mr. Innes asked about a comment made on technology. Dr. Metzler responded to Mr. Innes by explaining that the classroom labs are not up-to-date for the engineering students and that if it was not time for reconstruction in that area, that maybe it was time to look into leasing some labs. Dr. Metzler went on to explain there has been some recent restructure in the high school where administrative support has been added as well as some

Academic Deans. These changes were made to serve the students better. Mr. Baldwin asked about the budget and whether or not Dr. Metzler could provide a break out of it using percentages. Dr. Metzler responded to Mr. Baldwin by explaining he really did not know what the percentages are specifically, but knows the greatest portion of the budget has to do with salary and benefits of personnel. Healthcare and retirement benefits are a big portion as well. Mr. Innes asked about the population and whether or not enrollment is down. Dr. Metzler responded to Mr. Innes by explaining what has been seen so far in terms of enrollment decline is statistically insignificant and that enrollment projections look good. Mr. Barbera made a recommendation to Dr. Metzler regarding the Timerlane School District budget sheet and how it would be beneficial to people looking at the budget to be able to see the different recommendations in terms of money for each line item from each Committee. Dr. Metzler will present Mr. Barbera's recommendation to the School Board. Dr. Metzler and Mr. Mascola plan to appear before the Board of Selectmen on a regular basis in order to keep an open dialogue going.

Appointments:

School Board Budget Committee – Jason Grosky through March 2015

W. Baldwin made a motion to appoint Jason Grosky to the School Board Budget Committee for a term to end March 2015. Second: W. Friel. 3/0/0.

Assessing:

Veteran's Tax Credit

Mr. Innes presented the following Veteran's Tax Credit requests to the Board of Selectmen for approval:

<i>Map/Lot</i>	<i>Address</i>	<i>Amount</i>	<i>Rod's Rec</i>
000004-000019-000000	36 Main Street	\$500.00	Grant
000006-000003-000000	4 Atkinson Farm Road	\$500.00	Grant

W. Baldwin made a motion to grant a veteran's tax credit in the amount of \$500.00 on Map/Lot 4-19, 36 Main Street, effective for the 2014 tax year, per the recommendation of Tax Assessor. Second: W. Friel. 3/0/0.

W. Baldwin made a motion to grant a veteran's tax credit in the amount of \$500.00 on Map/Lot 6-3, 4 Atkinson Farm Road, effective for the 2014 tax year, per the recommendation of Tax Assessor. Second: W. Friel. 3/0/0.

Old Business:

Update on the Dioxane Issue

Mr. Innes gave an update on the Dioxane issue. Mr. Innes had a meeting with the engineer from EPA who did the design and road work. The design is done and ready to go. The Prime Contractor is sending out a Request for Proposals (RFP) in the next few weeks. We should expect to see a 2-week turn around. In the next 4-6 weeks, we should have a sub-contractor ready to go. A public meeting will occur regarding this issue in November. The bulk of the work will be done in early spring of next year. Mr. Barbera signed the consent for access to property in order for the EPA to begin working.

Affordable Healthcare

Mr. Innes gave an update on Affordable Healthcare (AKA Obama Care) and how all towns are required to adhere to certain deadlines. A letter needs to be sent to all employees by October 1st. Mr. Innes expects these letters to go out this week.

Mosquito Report

Mr. Innes explained there was some spraying recently done in town. All ball fields, Dow Commons, and public buildings were sprayed last Wednesday evening.

Street Renumbering

A public hearing will be held on October 15th regarding address changes on Washington Road and Coventry Road per recommendations from E-911. The Selectmen voted on these changes on Monday, September 16th.

New Business:

Road Maintenance Contract

Mr. Innes explained the road maintenance contract between Salem and Atkinson has expired. It was a 12-year agreement that expired in 2011. It is recommended by the Road Agent to renew this contract for a period of 12 years.

W. Baldwin made a motion to accept the Contract for Road Maintenance between the Towns of Salem and Atkinson as written for a period of 12 years from the execution date of Monday, September 23, 2013. Second: W. Friel. 3/0/0.

Community Center Floor/Foundation Repairs

Mr. Innes presented the following bids to the Board of Selectmen for work needed on the Community Center floor and foundation repairs, with a recommendation to accept the bid from SAJ Renovations. All references for this company checked out great. Dave Weymouth will manage this project. Mr. Friel has created a job order that contains specifics on construction and dates.

Company	Contact	Bid	Comments
SAJ Renovations	Steven Prudhomme 603-362-9298	\$44,500	Remove floor, cut 21 holes, repair structure, replace new 2 ¾ maple, vapor barrier
Antczak Building	Nate Antczak 603-335-9779	\$67,950	Remove flooring, cut channels, repair structure, replace new ¾ inch hardwood, insulate floor, vapor barrier
CUDESCO LLC	Maksim Cruz 978-800-1320	\$114,268	\$82,768 for structure, \$31,500 for floor, insulate floor ¾ inch oak flooring
T1 Tier One Construction	Jarred Rounds 603-497-7552	\$78,285	\$54,684 for structure, \$19,818 for floor, \$3,783 for vapor barrier. Proposed different scope of work

W. Friel made a motion to accept engage SAJ Renovations for the Community Center floor with of start date of 7 to 10 business days from Monday, September 23rd. All construction should follow the specifics of the job order designed for this project. Second: W. Baldwin. 3/0/0.

Budget Reviews – Library

Ms. Heer and Ms. Finn appeared before the Board of Selectmen to present the following 2014 Library budget:

LIBRARY		A/C #45501				
Account No.	Description	Budget	Expended	Forecast	Proposed	Notes
45501.110.01	Librarian	59,090	43,054	59,060	60,847	Trustees signed contract with the Director which ends 12/31/14
45501.110.02	Children’s Librarian	39,000	28,320	39,000	41,080	Merit increase from 19.00 per hour to 20.00 per hour
45501.110.03	Aides	109,482	75,751	109,482	111,118	Merit raise (10 employees)
45501.110.04	Employee Merit	1,227	1,227	1,227	1,667	Asking for 1.5% merit increase
45501.210.00	Health Insurance	29,409	20,858	29,409	33,526	2014 rate is negotiated by the town
45501.220.00	Fica	12,946	9,185	12,946	13,312	6.2% of total salaries
45501.225.00	Medicare	3,027	2,148	3,027	3,113	1.45% of total salaries
45501.230.00	Retirement	9,635	6,768	9,635	10,978	Based on Director & Youth Services Director total salaries
45501.341.00	Telephone	2,940	2,167	2,940	2,940	Baying three year contract expires Feb 2014
45501.360.00	Cleaning Service	11,700	7,875	11,700	12,000	Current contract is \$900/month from \$850
45501.410.00	Electricity	14,700	12,668	18,700	14,700	Average of 92,000 kWh/year used
45501.411.00	Heat	17,000	9,978	17,000	17,000	No increase. Estimated usage for building is 8,200
45501.560.00	Dues/Subs/Memberships	470	315	470	470	Memberships to professional organizations
45501.610.00	Library Supplies	4,750	3,631	4,750	4,750	Purchase of all library & office supplies
45501.625.00	Postage	450	55	200	250	No increase for 2014
45501.670.00	Materials of Trade	30,000	21,043	30,000	35,000	All materials are purchases from this line. DVDs are purchased from fine money collected. Asking for \$5000 increase. There has not been an increase in this line in over 7 years. The cost of library hardcover books over the last 7 years has increased over 8% and the increased cost of e-books have gone up over 100% for libraries to purchase.
45501.740.00	Equipment/Maintenance	6,600	5,463	6,600	6,600	\$3,240/year ProControls Preventive Maintenance contract for HVAC. Remaining budget is for equipment and some

						building maintenance as needed throughout they year. No increase for 2014.
45501.820.00	Mileage	1,000	481	1,000	1,000	No increase
45501.850.00	Education/Conferences	2,000	1,365	2,000	2,000	Training and conference attendance for entire library staff (12 employees) – no increase for 2014
	Totals	355,426	252,352	359,146	372,351	
LIBRARY MISC. A/C #45502						
Account No.	Description	Budget	Expended	Forecast	Proposed	Notes
45502.390.00	Other Prof Services	12,700	10,736	13,950	12,700	IT contract \$971.50/month (\$11,658/year) contract through 12/2013 includes back-up software & storage, Postini email filtering, server maintenance, backup disaster reocery, workstation/laptop/netowr k/printer support. \$220/year Comcast, web hosting \$180/year; security certificate \$25/year
45502.412.00	Water line usage/fire protection	2,800	2,041	2,800	2,800	
45502.640.00	Custodial Supplies	800	685	1,000	1,000	Increase of \$200 to cover increased usage of toilet paper, paper towels, soap, cleaning supplies, etc.
45502.730.00	Computer Software	4,000	500	4,000	7,930	Library insight \$1,600/year (software for online calendar, room reservations \$ museum pass program) \$380 firewall anti-virus software for network; \$2300 Koha circulation software support \$ hosting. \$1,000/year for Genealogy Software Ancestry & Heritage Quest.
45502.740.00	Computer Hardware	650		650	16,975	Plan to replace ten old computers (more than 5 years old) \$650 each X 10 - \$6,500. Cost of new servers & Labor to install \$9,075. Cost of new printer & scanner \$900.
45502.810.00	Water					\$125/month for fire

protection, \$100/month for 2" meter, \$500 estimated water usage. Purchased bottled water from Poland Springs averages \$20/month. Hampstead water \$2,800 Poland springs \$200/year No increase for 2014

Totals	21,150	14,035	22,550	41,605
Grand Totals	376,576	266,387	381,696	413,956

W. Friel made a motion to take the Library budgets (A/C #s45501 and 45502) under advisement in the amount of \$413,965.00, as submitted, with acknowledgment that it does have an increase in the computer line (A/C#45502.740) which is still up for discussion. Second: W. Baldwin. 3/0/0.

Budget Reviews – Animal Control

Mr. Dugdale appeared before the Board of Selectmen to present the following 2014 Animal Control budget:

ANIMAL CONTROL A/C #44191						
Account No.	Description	Budget	Expended	Forecast	Proposed	Notes
44191.110.01	Animal Control Officer	8,090	5,378	8,090	8,090	
44191.110.02	Assistant ACO	2,000	1,588	2,000	3,000	Would like to bring back up to 3,000
44191.190.00	Fines	500			500	
44191.220.00	Fica	626	432	626	626	
44191.225.00	Medicare	146	101	146	146	
44191.341.00	Telephone	800	164	250	800	Bring this down to 250
44191.341.01	Radio Maintenance/Pager	1			1	
44191.360.00	Kennel	600	336	600	600	
44191.390.00	Other Prof Services	2,500	2,030	2,500	2,500	
44191.610.00	Operating Supplies	150	212	212	150	
44191.620.00	Office Supplies	200			200	
44191.625.00	Postage	50			50	
44191.630.00	Minor Equipment	2,500	711	1,000	3,000	Need some minor equipment – like catch bowls - etc
44191.670.00	Instructional Materials (Firearms)	300	113	300	300	
44191.820.00	Mileage/Vehicle	600			600	
44191.870.00	Uniforms	600	566	600	600	
Totals		19,663	11,631	16,324	21,163	

W. Friel made a motion to take the Animal Control budget (A/C #44191) in the amount of \$21,163.00, under advisement. Second: W. Baldwin. 3/0/0.

Budget Reviews – Planning and Zoning

Mr. Innes presented the following 2014 Planning and Zoning budget:

PLANNING & ZONING A/C #41911						
Account No.	Description	Budget	Expended	Forecast	Proposed	Notes
41911.110.00	Recording Clerk	3,034	1,180	3,000	3,000	
41911.220.00	Fica					
41911.225.00	Medicare					

41911.341.00	Telephone	1,000	372	800	1,000	
41911.390.00	Other Professional Services	8,000	7,260	8,000	8,000	
41911.550.00	Printing & Binding	1,000		300	1,000	
41911.620.00	Office Supplies	300	46	300	300	
41911.625.00	Postage	1,000	310	600	1,000	
41911.690.00	Miscellaneous	1			1	
41911.740.00	New Equipment/Maintenance	1			1	
41911.820.00	Mileage	100	25	25	100	
41911.835.00	Recording of Plans	300	94	300	300	
41911.850.00	Education/Conferences	200		50	200	
41911.860.00	Public Notices	1,500	1,040	1,500	1,500	
	Other/New				500	New line due to printer failing – need new printer
	Totals	16,436	10,327	14,875	16,902	

ZONING APPEALS A/C #41913						
Account No.	Description	Budget	Expended	Forecast	Proposed	Notes
41913.110.00	Recording Clerk/Stenographer	2,000	700	1,200	2,000	
41913.220.00	Fica	124	43	80	124	
41913.225.00	Medicare	29	10	20	29	
41913.620.00	Office Supplies	200	143	200	200	
41913.625.00	Postage	1,000	423	700	1,000	
41913.740.00	New Equipment/Maintenance	1			1	
41913.850.00	Education/Conferences	200			200	
41913.860.00	Public Notices	1,400	773	1,200	1,500	Increase due to business increasing and more need for public notices
	Totals	4,954	2,092	3,400	5,054	
	Grand Totals	21,390	12,419	18,275	21,956	

W. Friel made a motion to preliminarily accept the Planning and Zoning budgets (A/C #s 41911 and 41913) in the amount of \$21,956.00, as presented by Mr. Innes. Second: W. Baldwin. 3/0/0.

Budget Reviews – Building Inspections

Mr. Innes presented the following 2014 Building Inspections budget:

BUILDING INSPECTIONS A/C #42401						
Account No.	Description	Budget	Expended	Forecast	Proposed	Notes
42401.110.00	Clerk/Secretary	1				
42401.110.01	Code Officer	5,000	4,978	7,000	8,000	Expect to overspend this line due to many projects going on. Mr. Innes will request a list of permits issued over the past 3 years.
42401.110.02	Building Inspector	21,000	12,480	21,000	21,000	
42401.110.03	Plumbing Inspector	6,500	3,540	6,500	7,000	
42401.110.04	Electrical Inspector	10,000	6,170	10,000	10,000	
42401.220.00	Fica	2,945	1,684	2,945	2,852	
42401.225.00	Medicare	689	394	689	667	
42401.341.00	Telephone	1,500	587	1,000	1,000	
42401.390.00	Other Prof Services	1	12			
42401.620.00	Office Supplies	1,500	189	600	1,500	
42401.625.00	Postage	25	40	60	100	
42401.740.00	New Equip	1				
42401.820.00	Mileage	100			100	

42401.850.00	Education/Conf	400	350	400	400
	Totals	49,662	30,424	50,194	52,619

W. Friel made a motion to take the Building Inspections budget (A/C #42401) in the amount of \$52,619.00, under advisement. Second: W. Baldwin. 3/0/0.

Final Bond Release – Rock Ridge Development

At the meeting of September 18, 2013, the Planning Board reviewed Keach-Nordstrom’s recommendation to release the final bond for Site Improvements completed at 71 Route 111, owned by Rock Ridge Development, known as the new location for Busby Construction Company. The Planning Board agreed that all improvements have been completed and recommends that the \$14,700.00 bond number 6361400 with the First National Insurance Company of America be released.

W. Friel made a motion to authorize the Treasurer to make the final release of First National Insurance Company of America’s bond number 6361400 in the amount of \$14,700.00 to Rock Ridge Development, LLC. Second: W. Baldwin. Vote: 3/0/0.

Impact Fees

Mr. Innes asked if the Selectmen wished to give the Timberlane School District any Impact Fees for this year. According to Treasurer Michael Turell, there are a total of \$27,967.43 available, however none are due to expire until 2016.

W. Friel made a motion to hold Impact Fees for 2013. Second: W. Baldwin. 3/0/0.

Future Agenda:

- 9/26/2013 – Timberlane Annual Facilities Tour – Atkinson Academy
- 9/28/13 – Town-wide yard sale – 8am – 2pm
- 9/29/13 – Library Book and Bake Sale
- 10/2/13 – Garden Club Open Meeting – Maureen Christmas – Beyond the Cornucopia - \$10
- 10/26/13 – Atkinson Congregational Church Harvest Supper @4:30 – 7:00pm
- 11/2/13 – Peddlers Market @ the Atkinson Academy 9:00 – 3:00

W. Baldwin made a motion to adjourn the Regular Meeting of Monday, September 23, 2013 at 8:54pm. Second: W. Friel. 3/0/0.

Respectfully Submitted,
Amanda Lueders

Todd Barbera, Acting Chairman

William Baldwin

William Friel