

*Town of Atkinson
Board of Selectmen
Meeting Minutes
January 6, 2014*

W. Friel came out of a non-public meeting under RSA 8:02-91A:2b and e and opened the Regular Meeting of Monday, January 6, 2014 at 8:11pm in the Atkinson Town Hall and led all present in the pledge of allegiance.

Members Present:

W. Baldwin
W. Friel
F. Thompson

Others Present:

T. Dziechowski, Chair Conservation Commission
T. Stewart, Road Agent

Approval of Minutes:

12/23/13 – Regular Meeting

W. Baldwin made a motion to accept the minutes of the 12/23/13 Regular Meeting as submitted. Second: F. Thompson. 3/0/0.

12/22/13 – Special Meeting

W. Baldwin made a motion to accept the minutes of the 12/22/13 Special Meeting as submitted. Second: F. Thompson. 2/1/0. W. Friel abstained since he was not present for the meeting.

Assessing:

Administrative Abatement

Mr. Innes presented the following administrative abatement to the Board of Selectmen:

Map/Lot	Address	Rec	\$
000003-000021-000000	20 Meadow Lane	Grant	\$500.00

W. Baldwin made a motion to grant an administrative abatement on Map/Lot 000003-000021-000000 with an address of 20 Meadow Lane in the amount of \$500.00. Second: F. Thompson. 3/0/0.

Veteran's Tax Credit

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

Map/Lot	Address	Rec	\$
000008-000121-000000	14 Dow Avenue	Deny	

W. Baldwin made a motion to deny a veteran's tax credit on Map/Lot 000008-000121-000000 with an address of 14 Dow Avenue due to the resident not having qualifying medals required for the time period served per RSA72:28. Second: F. Thompson. 3/0/0.

Old Business:

E-911 Discussion

W. Baldwin made a motion to accept the recommendations made by the Highway Safety Committee using the E-911 ordinance approved by the Board of Selectmen on June 7, 2010 for the following changes to Washington Road and Coventry Road. Second: F. Thompson. 3/0/0.

Current Address:	Change To:	Map/Lot#:	Owner's Last Name
2A Washington Road	1 Martha Way	9-27-4	Porter
2B Washington Road	3 Martha Way	9-27-3	Robert
20A Coventry Road	22 Coventry Road	14-84-10	Hammond
22 Coventry Road	24 Coventry Road	14-119	Pettoruto
24 Coventry Road	26 Coventry Road	14-122	Bassi (formerly)
26 Coventry Road	28 Coventry Road	14-123	Toomey
28 Coventry Road	30 Coventry Road	14-124	Suriani
30 Coventry Road	32 Coventry Road	14-125	Garceau
32 Coventry Road	34 Coventry Road	14-126	GM Tobin Revocable Trust

New Business:

Donations to Elder Services

W. Baldwin made a motion to accept the following donations to Elder Assistance Expendable Trust. Second: F. Thompson. 3/0/0.

Donator	Amount
Mr. Woodburn	\$50
Mr. and Mrs. Martin Feuer	\$100
Mr. and Mrs. Daniel Schmidt	\$25
Mr. Thomas Mealey	\$25
Mr. and Mrs. Paul Illsley	\$100
In memory of Mr. and Mrs. Walter Desruisseaux	\$2,000

Police Department Ford Expedition Maintenance

Mr. Innes explained there is a 2005 Ford Expedition that is not being used and needs about \$2,500 in maintenance. Mr. Innes recommended not fixing it and sending it off to auction. The Board of Selectmen instructed Mr. Innes to find out if this vehicle is part of the rotation set up by the Police Department to upgrade vehicles. Mr. Innes will bring this information to the next meeting.

DEA Laptop – Forfeiture Account

Mr. Innes explained he would like to take money out of the forfeiture account to purchase a laptop for the DEA Representative working for the Town of Atkinson since his laptop recently died. The Board of Selectmen approved the purchase of a new laptop out of the forfeiture account.

Police Chief Job Description - Approval

Mr. Innes presented an updated job description for the Police Chief's position to the Board of Selectmen for approval. Mr. Innes explained it has already been seen and approved by Pat Caggiano and Alan Gould from MRI. The Board of Selectmen would like the revised job description to go to the New Hampshire Association of Chiefs of Police for final approval.

Police Chief – Open Position

Mr. Baldwin announced he is removing himself from the process of finding a new Police Chief because he decided to apply for the position himself, and therefore will be one of the candidates.

Future Dates:

1/7/2014 – Planning Board Public Hearing 7:30pm
1/14/2014 – Deadline for Citizens’ Petitions 5pm
1/20/2014 – MLK Day Town Offices Closed
1/21/14 – Budget Committee Public Hearing 7pm
1/22/14 – First day to file for elected office
1/27/14 – Last day for Selectmen to post warrant and budget
1/31/14 – Last day to file for elected office
2/1/2014 – Deliberative Session
3/4/14 – Annual report must be available
3/11/14 – Town meeting (elections)

Open Committee Positions

Mr. Innes will post all open Committee positions on the Town Website and ACTV.

Selectmen's Warrant Article Submission – Final Review

The Board of Selectmen reviewed and voted on the following Warrant Articles:

Number	Name	Description	W. Friel	W. Baldwin	F. Thompson	Notes
2014-1	Election of Officers					
2014-2	Zoning Articles					
2014-3	Fire Department Capital Reserve	Shall the Town vote to raise and appropriate the sum of One Hundred Twenty-five Thousand Dollars (\$125,000.00) to be added to the Fire Department Capital Reserve Fund established for the purpose of acquiring fire equipment and vehicles? This is in addition to Article 2014-_____, the Operating Budget.	Yes	Yes	Yes	
2014-4	Communications Equipment	Shall the Town vote to raise and appropriate Thirty Thousand Dollars (\$30,000.00) for Atkinson's share of communications' equipment upgrade of the Plaistow Dispatch Center, to improve emergency communications in Atkinson? This article will lapse at the completion of this project or on December 31, 2019, whichever comes first, and is in addition to Article 2014-_____, the Operating Budget.	Yes	Yes	Yes	
2014-5	Police Department Capital Reserve	Shall the Town vote to establish a Capital Reserve Fund for the purpose of purchasing equipment, and infrastructure repairs and improvements at the Police Station, and to raise and appropriate the sum of Five Thousand Dollars (\$5,000.00) to be added to this fund? This is in addition to Article 2014-_____, the Operating Budget.	Yes	Yes	Yes	
2014-6	Reclaim and Pave Oak Hill Circle	Shall the Town vote to raise and appropriate the sum of Twenty Thousand Two Hundred Seventy-four Dollars (\$20,274.00) to reclaim and pave approximately 400 linear feet of Oak Hill Circle? All work will be done under the supervision of the Road Agent. This article will lapse at the completion of this project or on December 31, 2019, whichever comes first, and is in addition to Article 2014-_____, the Operating Budget.	Yes	Yes	Yes	
2014-7	Hawthorne Drive Improvements	Shall the Town vote to raise and appropriate Eighty Thousand Four Hundred Seventy-nine Dollars (\$80,479.00) to reclaim and pave approximately .62 mile of Hawthorne Drive and to shim and overlay the remainder of that road? All work will be done under the supervision of the Road Agent. This article will lapse at the completion of this project or on December 31, 2009, whichever comes first, and is in addition to Article 2014-_____, Operating Budget.	Yes	Yes	Yes	

Number	Name	Description	W. Friel	W. Baldwin	F. Thompson	Notes
2014-8	Old Coach Road Improvements	Shall the Town vote to raise and appropriate Two Hundred Seventeen Thousand Nine Hundred Nineteen Dollars (\$217,919.00) to reclaim and pave approximately 1.87 miles of Old Coach Road, and to shim and overlay the remainder of that road? All work will be done under the supervision of the Road Agent. This article will lapse at the completion of this project or on December 31, 2009, whichever comes first, and is in addition to Article 2014-____, Operating Budget.	Yes	Yes	Yes	
2014-9	Highway Department Truck #1	Shall the Town vote to authorize the Board of Selectmen to enter into a five-year lease/purchase agreement in the amount of Ninety-Nine Thousand Nine Hundred Fifty Dollars (\$99,950.00) for the purchase a Ford F-550 dump truck, or equivalent, and accessories, for the Highway Department, and to raise and appropriate the sum of Twenty Thousand Dollars (\$20,000.00) for the first year's payment? This is in addition to Article 2014-____, the Operating Budget.	Yes	Yes	Yes	
2014-10	Highway Department Truck #2	Shall the Town vote to authorize the Board of Selectmen to enter into a five year lease/purchase agreement in the amount of Thirty-five Thousand Six Hundred Seventy-six Dollars (\$35,676.00) for the purchase of a ¾-Ton 4x4 Club-Cab truck with plow and accessories for the Highway Department, and to raise and appropriate the sum of Seven Thousand Two Hundred Dollars (\$7,200.00) for the first year's payment? This is in addition to Article 2014-____, the Operating Budget.	Yes	Yes	Yes	
2014-11	Town Hall Generator	Shall the Town vote to raise and appropriate the sum of Fifteen Thousand Dollars (\$15,000.00), in addition to Article # 2013-22 for \$25,000, to purchase and install a Town Hall Generator? This article will lapse at the completion of this project or on December 31, 2019, whichever comes first, and is in addition to Article 2014-____, the Operating Budget.	Yes	Yes	Yes	
2014-12	Mosquito Control	Shall the Town vote to raise and appropriate Forty-nine Thousand Three Hundred Ninety Dollars (\$49,390.00) for the purpose of insect control, such funds to be put into the Mosquito Control Expendable Trust Fund created for that purpose and to name the Selectmen as agents to expend this money? This is in addition to Article 2014-____, the Operating Budget.	Yes	Yes	Yes	

Number	Name	Description	W. Friel	W. Baldwin	F. Thompson	Notes
2014-13	Winter Capital Reserve	Shall the Town vote to raise and appropriate the sum of Ten Thousand Dollars (\$10,000.00) to be added to the Winter Capital Reserve Fund to come from the Undesignated Fund Balance? This is in addition to Article 2014-_____, the Operating Budget.	Yes	Yes	Yes	Add No Tax Burden
2014-14	Community Center Capital Reserve	Shall the Town vote to establish a Capital Reserve account for the purpose of upgrading the facilities at the Atkinson Community Center, and to raise and appropriate the sum of Five Thousand Dollars (\$5,000.00) for this purpose? This is in addition to Article 2014-_____, the Operating Budget.	Yes	Yes	Yes	
2014-15	Kimball House Shutters	Shall the Town vote to raise and appropriate Two Thousand Dollars (\$2,000) to purchase and install vinyl shutters on the Kimball House? This article will lapse at the completion of this project or on December 31, 2019, whichever comes first, and is in addition to Article 2014-_____, the Operating Budget.	Yes	Yes	Yes	
2014-16	Atkinson's 250 th Anniversary	Shall the Town vote to create a 250th Anniversary Expendable Trust Fund, naming the Board of Selectmen as Agents to Expend this fund, for the purpose of celebrating the 250th anniversary of Atkinson's incorporation in 2017; and to raise and appropriate One Thousand Dollars (\$1,000.00) for this Fund, such money to come from the Undesignated Fund Balance? This article will lapse at the completion of this project or on December 31, 2019, whichever comes first, and is in addition to Article 2014-_____, the Operating Budget.	Yes	Yes	Yes	
2014-17	Legal Capital Reserve	Shall the Town vote to create Legal Capital Reserve Fund under RSA 35.1 V, for unanticipated legal expenses, to appoint the Board of Selectmen as agents to expend such funds and to raise and appropriate Twenty Thousand Dollars (\$20,000.00) from the Undesignated Fund Balance to be deposited in this fund?	Yes	Yes	Yes	Add No Tax Burden

Number	Name	Description	W. Friel	W. Baldwin	F. Thompson	Notes
2014-18	Repurpose the Cable Capital Reserve Fund	Shall the Town vote to change the purpose of the Cable Capital Reserve Fund, established in 1994 to develop and equip a facility for the Atkinson Community Television to include Information Technology (IT) services? The new capital reserve fund will be called the Cable/IT Capital Reserve Fund, for the purpose of purchasing equipment and software, and paying for facility needs to support all aspects of Atkinson Community Television (ACTV), to include, but not limited to cameras, servers, software, computers, streaming equipment, Internet and peripherals, as well as any facility needs required to support it, and the IT needs which include all servers, networking equipment software, computer, Internet and peripherals. This fund should also be used to support future technology changes for both ACTV and IT not explicitly listed herein. As of December 31, 2013, there were _____Dollars (\$) in the Cable Capital Reserve Fund. (2/3 vote required)	Yes	Yes	Yes	Mr. Innes will add Dollar Amount
2014-19	New Trusts	Shall the Town vote to authorize the Board of Selectmen to accept trust gifts, legacies and devises made to the Town for any public purpose that is not foreign to their institution or incompatible with the objects of their organization, without further action by the Town? (RSA 31:19) This shall be effective immediately, and continue until rescinded by Town Meeting.	Yes	Yes	Yes	
2014-20	Heritage Commission and Fun	Shall the Town vote to establish a Heritage Commission and a Heritage Fund in accordance with the provisions of RSA 673 and RSA 674? The Heritage Commission shall not function as an Historic District Commission and shall only have advisory powers, except for town owned property placed in the Heritage Commission's care by the authority having jurisdiction over that property, and private property placed in the Heritage Commission's care by the property owner? The Heritage Commission shall consist of 7 full members and up to 5 alternate members appointed by the Board of Selectmen pursuant to RSA 673:4-a and RSA 673:5. One member of the Heritage Commission shall be a selectman, two members shall be appointed from the Atkinson Historical Society, two members shall be appointed from the Atkinson Library Trustees, and the remaining two members shall be from the community at large.	Yes	Yes	Yes	

Number	Name	Description	W. Friel	W. Baldwin	F. Thompson	Notes
2014-21	Proposed ACTV Re-wiring	<p>Shall the Town raise and appropriate the sum of Ten Thousand Dollars (\$10,000) for the purpose of replacing inadequate audio-visual cabling and equipment within the Kimball Library and Atkinson Community Center in order to facilitate more frequent live broadcasts by Atkinson Community Television at both locations, such sum to be withdrawn from the Atkinson Community Television Capital Reserve Fund established for this purpose? As of December 31, 2013, there were _____ Dollars (\$) in the Cable Capital Reserve Fund. No new tax dollars will be needed to fund this appropriation. This article will lapse at the completion of this project or on December 31, 2019, whichever comes first, and is in addition to Article_____, the Operating Budget.</p>	Yes	Yes	Yes	Mr. Innes will add Dollar Amount

Tim Dziechowski – Clarification of Warrant Articles

Mr. Dziechowski appeared before the Board of Selectmen to provide clarification on the following warrant articles:

Number	Name	Description	Notes
2014-	Updated List of Town Forests	<p>Shall the Town vote to designate the following parcels as Atkinson Town Forests, to be managed by the Conservation Commission under the provisions of RSA 31:112?</p> <p>Map 3 Lot 31 1.11-acre gift, unbuildable wetland, abuts the Sawyer Town Forest; Map 3 Lot 47 1.21-acre gift; unbuildable wetland, near Sawyer Town Forest; Map 19 Lot 76 2-acre tax sale, lot landlocked by Fila-Chambers Town Forest; Map 16 Lot 12-1 31.2-acre Judge Marshall RSA 36-A:4 Conservation Parcel.</p>	<p>Last clean up was in 1995. It is recommended to cut every 15 years in order to maintain and increase the value of the forests. Forests act as an effective noise barrier for things like the trains. The goal of these two warrant articles is to improve the land and forests in town which could eventually lead to a timber sale. All proceeds from a timber sale go would back into the forestry fund. Selectmen will take both warrant articles under advisement.</p>
2014-	Repurpose Town Lands	<p>2014-____ Repurpose Town Lands</p> <p>Shall the Town vote to repurpose the following parcels by designating the first for municipal expansion and designating the last three as Atkinson Town Forests to be managed by the Conservation Commission under the provisions of RSA 31:112?</p> <p>Map 20 Lot 15 1-acre purchased from NH DoT as Conservation Land; <i>This lot is under a deed restriction by the New Hampshire Department of Transportation (NH DoT) such that it can only be used for municipal purposes, but its use is not restricted to Conservation. It has frontage on both Route 111 and Hall Farm Road, and could be used by the Town for a new Town Garage, relocated transfer station, or other municipal building.</i></p> <p>Map 12 Lot 12 2-acres from 1992 Lewis Builders Land Swap; Map 12 Lot 7-1 8.25 acres from the 1992 Lewis Builders Land Swap; Map 12 Lot 17 2.6-acre from 1990 Tax Sale. <i>These three lots are landlocked by the Chadwick Town Forest. Repurposing these lots is at the request of the Conservation Commission.</i></p>	

**F. Thompson made a motion to adjourn the Regular Meeting of Monday, January 6, 2014 at 8:59pm.
Second: W. Baldwin. 3/0/0.**

Respectfully Submitted,
Amanda Lueders

Williams Friel, Chair

William Baldwin

Fred Thompson