

*Town of Atkinson  
Board of Selectmen  
Meeting Minutes  
January 27, 2014*

W. Friel came out of a non-public meeting under RSA 91A:3(a) Employee and (c) Reputation and opened the Regular Meeting of Monday, January 27, 2014 at 7:29pm in the Atkinson Town Hall and led all present in the pledge of allegiance.

**Members Present:**

W. Baldwin  
W. Friel, Chairman  
F. Thompson

**Others Present:**

A. Brackett, Interim Police Chief  
J. Garrity, Moderator  
B. Innes, Town Administrator  
E. Metzler, SAU #55 Superintendent of Schools  
Members of the School Board  
D. Paquette, Director Elder Services  
N. Yoshida-Travers, Director Community Center

**Approval of Minutes:**

*1/13/14 – Regular Meeting*

W. Baldwin made a motion to accept the minutes of the 1/13/14 Regular Meeting as submitted. Second: F. Thompson. 3/0/0.

*1/13/14 – Non-Public Meeting*

W. Baldwin made a motion to accept the minutes of the 1/13/14 Non-Public Meeting as submitted. Second: F. Thompson. 3/0/0.

*1/19/14 – Special Meeting*

W. Baldwin made a motion to accept the minutes of the 1/19/14 Special Meeting as submitted. Second: F. Thompson. 3/0/0.

**Appearances:**

*James Garrity, Town Moderator*

Mr. Garrity appeared before the Board of Selectmen to remind residents of the Deliberative Session scheduled for February 1, 2014 and encouraged all residents to come and vote.

*Dr. Earl Metzler and School Board*

Dr. Earl Metzler and members of the Timberlane Regional School Board appeared before the Board of Selectmen to announce the first session of the Annual Town Meeting (Deliberative Session) will be held on Thursday, February 6, 2014 at 7:00pm at the PAC, Plaistow, NH. The session will consist of explanation, discussion, and debate of the 2014 warrant articles number 2-9. All residents from the entire district are encouraged to attend. The 2014 warrants articles number 2-9 will be presented as follows:

**Article 2 - Operating Budget**

Shall the voters of the Timberlane Regional School District raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling **\$66,452,054**? Should this article be defeated, the operating budget shall be **\$65,974,014** which is the same as last year, with certain adjustments required by previous action of the Timberlane Regional School District or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. Note: Warrant Article 2 (the operating budget) does not include appropriations proposed under any other warrant articles. (MAJORITY VOTE REQUIRED)

**Article 3 - School Administrative Unit Budget**

Shall the voters of the Timberlane Regional School District adopt a school administrative unit budget of \$1,487,025 for the forthcoming fiscal year in which \$1,137,741 is assigned to the school budget of this school district? This year's adjusted (default) budget of \$1,455,409, with \$1,113,221 assigned to the school budget of this school district, will be adopted if the article does not receive a majority vote of all the school district voters voting in this school administrative unit. (MAJORITY VOTE REQUIRED)

*Recommended by the School Board 8-0*

*Recommended by the Budget Committee 8-1*

**Article 4 - Capital Reserve Fund**

Shall the voters of the Timberlane Regional School District raise and appropriate up to \$350,000 to be placed in the School Building Construction, Reconstruction, Capital Improvement and Land Purchase Capital Reserve Fund established in 1996, with such amount to be transferred from the June 30, 2014 unassigned fund balance (surplus) available for transfer on July 1 of this year? This sum to come from fund balance (2013-14 budget surplus) and no amount to be raised by taxation. (MAJORITY VOTE REQUIRED)

*Recommended by the School Board 8-0*

*Recommended by the Budget Committee 7-2*

**Article 5 - Sandown Central Kitchen Renovation**

Shall the voters of the Timberlane Regional School District raise and appropriate the sum of \$385,412 to renovate the kitchen at Sandown Central Elementary School and to authorize the District to withdraw up to the sum of \$335,412 from the existing School Building Construction, Reconstruction, Capital Improvements and Land Purchase Capital Reserve Fund with remaining funds (\$50,000) to come from the 2014-15 operating budget? (MAJORITY VOTE REQUIRED)

*Recommended by the School Board 8-0*

*Recommended by the Budget Committee 8-1*

**Article 6 - One Year Collective Bargaining Agreement (Timberlane Support Staff Union)**

Shall the voters of the Timberlane Regional School District approve the cost items included in the collective bargaining agreement reached between the Timberlane Support Staff Union and the Timberlane Regional School Board, which calls for the following increases in salaries at the current staffing levels over the amount paid in the prior fiscal year:

Cost Distribution	2014-15
Salaries	1,137,741.00
FICA	3,822.70
New Hampshire State Retirement	5,102.10
Insurance	189,550.62
<b>TOTAL</b>	<b>248,447.40</b>

and further to raise and appropriate the sum of \$248,447.40 for the 2014-15 fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at the current staffing levels? (MAJORITY VOTE REQUIRED)

**Article 7 - Authorization for Special Meeting on Cost Items**

Shall the voters of the Timberlane Regional School District, if Article 6 is defeated, authorize the Timberlane Regional School Board to call one special meeting, at its option, to address Article 6 cost items only? *(Without this Article the District would have to petition Superior Court for a Special School District Meeting. This saves the District the expense of attorney fees and court costs).*

***Recommended by the School Board 8-0***

***Recommended by the Budget Committee 8-1***

**Article 8 - General Acceptance of Reports**

Shall the voters of the Timberlane Regional School District accept reports of agents, auditors, and committees as written in the 2013 Annual Report? **(MAJORITY VOTE REQUIRED)**

***Recommended by the School Board 8-0***

**Article 9 - Rescind SAU Budget on Warrant Petition by Julie Knight et al**

Shall the voters of the Timberlane Regional School District within School Administrative Unit Number 55 rescind the adoption of RSA 194-C:9-b, relative to the alternative school administrative unit budget adoption procedure, and adopt the provisions of RSA 194-C:9 as the method for governing the adoption of the school administrative unit budget? **(MAJORITY VOTE OF BOTH DISTRICTS REQUIRED)**

Voting on warrant articles number 1 through number 9 will be conducted by official ballot to be held in conjunction with town meeting voting held on Tuesday, March 11, 2014 at the Town election pools in Atkinson, Danville, Plaistow, and Sandown.

The Atkinson Academy PTA is also sponsoring a forum for anyone who wants to learn more about the Timberlane Regional School District Budget. This forum will be held on Tuesday, February 4<sup>th</sup> at 7pm at Atkinson Academy.

Mr. Mascola will send Mr. Innes a copy of the presentation which provides an overview of the budget and will be presented at the Deliberative Session.

***Interim Chief Brackett***

Interim Chief Brackett appeared before the Board of Selectmen to discuss the possibility of bringing in a Police Department Intern. The Chief was recently approached by a Town Resident who is studying Criminal Justice at UNH and inquired about a possible internship at the Atkinson Police Department. Chief Brackett highly recommends this program for the Town of Atkinson. The program typically lasts about 3 months for each intern and is a non-paid position. A letter from UNH would be required for this particular intern to start as well as an extensive background check. Duties would include riding along with police officer, participating in dispatching calls, assisting in police investigations, and administrative work. The intern would never be put in harm's way and would be required to sign a liability waiver. Mr. Baldwin stated he is a strong advocate for this program and believes it works well for young people trying to enter the field.

**W. Baldwin made a motion to accept the new Intern Program as presented by Interim Chief Brackett for the Town of Atkinson which shall be governed and overseen by the Atkinson Police Chief. The Program shall be developed by the Town of Atkinson and the University of which the particular intern is studying.**

**Mr. Innes is assigned to working with Chief Deputy Bracket to develop the Program along with an official policy and procedures document to support the Program. Second: F. Thompson. 3/0/0.**

Based on his stay in Atkinson over the past few months, Interim Chief Bracket also made the following recommendations to the Board of Selectmen concerning ways to enhance the culture of the Atkinson Police Department:

1. Per the MRI report, an Atkinson Police Department employee should be assigned at the end of each year to review policies to ensure they are up-to-date.
2. The Atkinson Police Department should strongly consider purchasing a State Police On-line Police Terminal. Currently the Atkinson Police Department uses Plaistow's state police terminal and it is recommended that Atkinson have the ability to retrieve information on individuals in an independent manner.
3. The use of Taser Guns should be implemented for Atkinson Police Officers as a form of protection. Taser Guns are not often used, but act as a deterrent to dangerous individuals and protect officers from harmful situations.
4. The Town should explore the possibility of using Rockingham County for their dispatch services as a way to save money.
5. The Town should consider creating two Sergeant positions for the Atkinson Police Department because in Chief Bracket's opinion, the department is in need of some strong leadership. Having two Sergeant Positions would serve as a backup for when the new Police Chief is off duty.
6. The Town should consider hiring a full-time Police Chief in order for that person to provide a higher level of service to the Town.
7. The Town needs to consider not allowing non-police personnel in the building during the time when police personnel are not present. The fact this is happening now puts the Town at risk for being noncompliant to current policies and procedures set by the State of NH.
8. Per the previous recommendation, the Elderly Affairs Department needs to move to a different building and the Trustee Program is also putting the Police Department at risk for falling into non-compliance. Chief Deputy Bracket has witnessed the current Trustee being left unsupervised at certain times which should not be happening at all. Chief Bracket is not an advocate for the Trustee Program.

The Board of Selectmen will take Chief Deputy Bracket's recommendations under consideration. Mr. Innes will schedule Chief Bracket to appear before the Board of Selectmen on a monthly basis.

## **Old Business:**

### ***Cable Contract***

Mr. Innes explained he received an edited contract from Comcast which he sent to Atty Peter Epstein for review. Mr. Innes will send the Board of Selectmen the edited version he received from Comcast for their review as well.

### ***Tow Contracts-Final Approval***

Mr. Innes explained there are two Tow Contracts needing to be signed by the Board of Selectmen. These contracts came recommended by Sergeant Caggiano and Chief Bracket. Mr. Baldwin would like to see this put out for bid next year.

### ***Fuel Status***

Mr. Baldwin requested this topic be put on the agenda for discussion next week.

### ***E-911 Recommendations***

Mr. Baldwin announced he will be responding to residents on their emails and letters very soon.

### **New Business:**

#### ***Senior Luncheon – 50/50 Raffle Approval – Noriko Yoshida-Travers and Dave Paquette***

Ms. Yoshida-Travers and Mr. Paquette appeared before the Board of Selectmen to obtain approval for the Elder Services Committee to hold a 50/50 raffle under RSA 287-A:7 beginning on January 27<sup>th</sup> and ending on Dec 15<sup>th</sup>. All monies will go into the Elder Services Trust Fund.

**W. Baldwin made a motion to approve the 50/50 Raffle as presented by Ms. Yoshida-Travers and Mr. Paquette and to begin on January 27<sup>th</sup> and end on December 15<sup>th</sup>. All raffle tickets will need to be printed with the name of the organization, date, place of drawing, price of ticket, and prizes to be awarded. All monies should go into the Elder Assistance Expendable Trust Fund. Second: F. Thompson. 3/0/0.**

#### ***Community Center Fee Schedule – Noriko Yoshida-Travers***

Ms. Yoshida-Travers presented a revised Community Center fee schedule to the Board of Selectmen for approval. She would also like to implement a new cancellation policy in which, if a written cancellation is not received 10 days prior to event, the security deposit will be forfeit and not returned. The Board of Selectmen approved the new fee schedule and new cancellation policy. Mr. Baldwin recommended clarifying the payment due dates on the Community Center Rental Form. The Selectmen would also like to add a hold-harmless clause to the form. Mr. Innes will check with the Property-Liability Trust to see what is covered during events at the Community Center.

#### ***Elder Services Driver – Resignation and New Hire Approval***

Mr. Paquette announced the resignation of Andy Brown and asked the Board of Selectmen for approval to hire a new driver.

**W. Friel made a motion to authorize Mr. Paquette to search and hire drivers as needed for the Elder Services Program. Second: F. Thompson. 3/0/0.**

#### ***Elder Services Policy Approval***

Mr. Paquette presented a draft Elder Services Policy to the Board of Selectmen for review. Mr. Baldwin would like the clause where the driver has the right to refuse be spelled out better. Selectmen would like to add a hold-harmless clause to the policy as well. Mr. Innes will send the policy to the Property-Liability Trust for review and input.

#### ***Historical Society Grant***

Mr. Innes explained this is awaiting feedback from the Town Counsel. Mr. Innes will also forward to Sumner.

### **Future Dates:**

1/31/14 – Last day to file for elected office

2/1/2014 – Deliberative Session

2/6/2014 – Stroke Clinic Community Center \$10.00 Pre-Registration is required

2/8/2014 – Senior Citizen Prom @ TRHS Café 1:00 – 3:00pm - contact Noriko 362-5531

3/4/14 – Annual report must be available

3/11/14 – Town meeting (elections)

**W. Baldwin made a motion to adjourn the Regular Meeting of Monday, January 27, 2014 at 9:12pm and enter into a non-public meeting under RSA 91A:3(a) Employee and (c) Reputation. Roll Call Vote: Friel: Yes, Baldwin: Yes, Thompson: Yes.**

Respectfully Submitted,

Amanda Lueders

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Williams Friel, Chair

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William Baldwin

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Fred Thompson