

*Town of Atkinson  
Board of Selectmen  
Meeting Minutes  
February 10, 2014*

W. Friel opened the Regular Meeting of Monday, February 10, 2014 at 7:50pm in the Atkinson Town Hall and led all present in the pledge of allegiance.

**Members Present:**

W. Baldwin  
W. Friel  
F. Thompson

**Others Present:**

A. Brackett, Interim Police Chief  
K. Dayotis, Principal Atkinson Academy  
B. Innes, Town Administrator  
F. Kulik, Vice President Atkinson Historical Society  
D. Paquette, Director Elder Services  
A. Phair – Chair Library Trustees

W. Friel made a motion to open a Public Hearing for discussion on Warrant Article 2014-30. Roll Call Vote: Baldwin: Yes, Thompson: Yes, Friel: Yes.

**Public Hearing:**

*Warrant Article 2014-30 – Increase Board of Selectmen (by Petition) from 3 to 5 members*

Mr. Friel opened the floor to the audience on this matter. There were no comments from the audience.

W. Friel made a motion to close the Public Hearing at 7:52pm and return to the Regular Meeting.

Roll Call Vote: Baldwin: Yes, Thompson: Yes, Friel: Yes.

**Approval of Minutes:**

*1/25/14 – Non-Public Meeting*

W. Baldwin made a motion to accept the minutes of the 1/25/14 Non-Public Meeting as submitted.

Second: F. Thompson. 3/0/0.

*1/25/14 – Special Meeting*

W. Baldwin made a motion to accept the minutes of the 1/25/14 Special Meeting as submitted.

Second: F. Thompson. 3/0/0.

*1/27/14 – Non-Public Meeting*

W. Baldwin made a motion to accept the minutes of the 1/27/14 Non-Public Meeting as submitted.

Second: F. Thompson. 3/0/0.

*1/27/14 – Regular Meeting*

W. Baldwin made a motion to accept the minutes of the 1/27/14 Regular Meeting as submitted.

Second: F. Thompson. 3/0/0.

*1/31/14 – Non-Public Meeting*

W. Baldwin made a motion to accept the minutes of the 1/31/14 Non-Public Meeting as submitted.

Second: F. Thompson. 3/0/0.

## Abatements:

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

Parcel ID	Address	Rod's Rec.	\$
000011-000003-0000020	12 Oak Hill Circle	Grant	\$608.00*
000017-000047-000007	18 Brookside Terrace	Deny**	

\*Plus interest

\*\*Dioxane reduction is already in place

**W. Baldwin made a motion to approve the abatement request for Parcel ID 00011-000003-0000020 with an address of 12 Oak Hill Circle in the amount of \$608.00 plus interest per the recommendation of the Assessing Clerk. Second: F. Thompson. 3/0/0.**

**F. Thompson made a motion to deny the abatement request for Parcel ID 000017-000047-000007 with an address of 18 Brookside Terrace per the recommendation of the Assessing Clerk because the Dioxane reduction is already in place. Second: W. Baldwin. 3/0/0.**

## Appearance:

### *Alan Phair – Chair Library Trustees*

Mr. Phair appeared before the Board of Selectmen to present a potential construction project the Library Trustees would like to move forward on which involves an enhancement to the courtyard of the Library in order to improve the comfort and safety of patrons there to watch performances. This project would be funded by donations only. The mission of the project is to provide an amphitheater like setting where patrons can enjoy the performance of numerous artists in a comfortable and safe atmosphere.

Mr. Phair presented several slides outlining the enhancements that would potentially take place during the course of construction. The walkway would be extended and a change would be made to the front entrance. Three sets of sitting walls would be installed in a block assembly. The walls would have a granite cap with three sets of steps on one side. Behind every sitting wall would be an area covered with grass big enough for patrons to bring in coolers etc. There would be handicap access as well. Granite posts with chains would also be put around the perimeter of the steep hill to prevent people from falling. Landscaping work would need to be done. There would also be low voltage lighting built into the walls and walkways. Prior to the commencement of this project, Mr. Phair would apply for a permit and would work with the Planning Department throughout the entire project. A fund raiser would also be held. The Trustees would also hold a Public Hearing for viewing the presentation and to accept donations.

The Board of Selectmen is in full support of this project. Mr. Friel would like the Library Trustees to ensure the appropriate Board signs the construction contract(s) for this project. Mr. Baldwin suggested putting the names of the donators on the bricks of the stairs as a way to honor them. Mr. Phair will move forward with the project.

**W. Friel made a motion to go into a Non-Public meeting under RSA 91-A:3 (a) at 8:22pm. Roll Call Vote: Baldwin: Yes, Thompson: Yes, Friel: Yes.**

**W. Friel made a motion to come out of the Non-Public meeting and return to the Regular Meeting at 8:32pm. Roll Call Vote: Baldwin: Yes, Thompson: Yes, Friel: Yes.**

## **Appearances:**

### *Chief of Police Position for the Town of Atkinson*

**F. Thompson made a motion to appoint the current interim Chief of Police, Chief Al Brackett as the new part-time Atkinson Police Chief effective immediately. Second: W. Baldwin. 3/0/0.**

Kathy Dayotis, Principal of Atkinson Academy appeared before the Board of Selectmen to congratulate Chief Brackett on his new position and stated she is looking forward to their partnership.

## **Old Business:**

### *Elder Services Policy Approval*

Mr. Innes and Mr. Paquette presented a revised Department of Elder Services policy to the Board of Selectmen for approval. The policy has been reviewed and approved by LGC. Mr. Baldwin would like modifications made to bullets 6 and 7. In bullet 6, the words “over scheduling” should be replaced with “scheduling demand” and “each case will be reviewed independently” should be added to bullet 7.

**F. Thompson made a motion to approve the Elder Services Policy as amended. Second: W. Baldwin. 3/0/0.**

### *Growth of the Elder Services Department – Dave Paquette*

Mr. Paquette appeared before the Board of Selectmen to have a conversation regarding the growth of the Elder Services Department. Mr. Paquette explained he has been waiting for some direction from the Selectmen on whether or not they would like the Elder Services Department to grow or stay the same. He also explained that adding a new vehicle would certainly contribute to the growth of the Department. The Selectmen are in favor of adding a new vehicle per a motion made about 6 months ago, therefore in favor of some growth to the Department and encouraged Mr. Paquette to take on a more independent role by working with the Elder Services Advisory Committee in making decisions for the Department and then to advise the Selectmen of those decisions.

### *Moose Grant – Fred Kulik, Vice President of Atkinson Historical Society*

Mr. Kulik appeared before the Board of Selectmen to explain details on the Moose Grant he recently applied for. If the town accepts the grant, it also accepts the responsibility for performing the functions required in a timely fashion, or risk not being qualified for these type grants in the future. Sumner F. Kalman advised that because the Atkinson Historical Society does not operate under the authority of the Town of Atkinson, it would be necessary to specifically authorize a particular department and department head to accept responsibility for the conditions and requirements set out in the grant agreement. Mr. Phair will appoint the department head to accept this responsibility.

## **New Business:**

### *Resignation – By-Ways Committee – John Wolters*

**W. Baldwin made a motion to accept the resignation of John Wolters from the By-Ways Committee. Second: F. Thompson. 3/0/0.**

### *Donation - \$1,991.29 by Friends of Atkinson Recreation to the Community Center*

**F. Thompson made a motion to accept a donation in the amount of \$1,991.29 made by Friends of the Atkinson Recreation to the Community Center. Second: W. Baldwin. 3/0/0.**

***Review Deliberative Session Actions***

Mr. Innes gave a brief overview of the Deliberative Session. The Deliberative Session started at 10am and ended at 6:15pm with lots of lively discussion in between. Most of the warrant articles were accepted as written. Mr. Innes reviewed the revisions made to the warrant articles at the Deliberative Session.

***Cleaning Contract - Discussion***

Mr. Innes explained there will be two bids going out this week for cleaning contract and the phone system.

***Over-expenditure Request – Highway Department***

Mr. Innes explained the Highway Department has submitted an over-expenditure request in the amount of \$137.00 for account number 41942.430.00 (General Maintenance) due to a garage door that would not open and needed repair.

**W. Baldwin made a motion to approve the over-expenditure request submitted by the Highway Department in the amount of \$137.00 for account number 41942.430.00 (General Maintenance) for repair work needed on a large garage door. Second: F. Thompson. 3/0/0.**

Mr. Thompson expressed his concern with it being so early in the year to already have an over-expenditure request. Mr. Innes will charge Department Heads to keep their budget run tightly.

***Exit Interviews***

Mr. Baldwin would like to establish a process where exit interviews occur with the Board of Selectmen for all employees who resign from the position with the Town of Atkinson. Mr. Innes will develop a formal process for exit interviews.

**Future Dates:**

3/4/14 – Annual report must be available

3/4/14 – Candidates Night – Community Center

3/11/14 – Town meeting (elections) 7am to 8pm Atkinson Community Center

**W. Baldwin made a motion to adjourn the Regular Meeting of Monday, February 10, 2014 at 9:14pm. Second: F. Thompson. 3/0/0.**

Respectfully Submitted,  
Amanda Lueders

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Williams Friel, Chair

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William Baldwin

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Fred Thompson