

*Town of Atkinson
Board of Selectmen
Meeting Minutes
March 16, 2014*

W. Baldwin opened the Organizational Meeting of Sunday, March 16, 2014 at 9:04 AM in the Atkinson Town Hall.

Members Present:

W. Baldwin
P. Consentino
H. Morse

Others Present:

B. Innes, Town Administrator

Discussion 1 – Electing the Select Board Chairman

Mr. Morse nominated Mr. Baldwin to be the Select Board Chair. Second: Mr. Consentino – 3/0/0.

Discussion 2 – Set Date, Time and Place of Selectmen’s meetings

The Selectmen meetings will continue to be held on Monday evenings.

- 6:30 - 7:30 PM will be reserved for workshops and non-public meetings. Workshops will be open to the public but not televised. Non-public meetings will not be open to the public
- Televised meetings will begin at 7:30 PM and will be open to the public.
- Mr. Consentino stated the he would like to ensure that all regular televised meetings start at 7:30 PM

Mr. Consentino made a motion that all regular televised Selectmen’s meetings start promptly at 7:30 PM. Second: Mr. Morse – 3/0/0.

Meeting structure was discussed and it was agreed that it would follow the same format as in past years. Special effort will be made to ensure that those making appearances before the Board are placed as early as possible in the agenda. The format is as follows:

1. *Open meeting*
2. *Members Present*
3. *Pledge of Allegiance*
4. *Appearances*
5. *Assessing*
6. *Budget*
7. *Old Business*
8. *New Business*
9. *Questions from the Audience*
10. *Future Agenda/Announcements*

The summer meeting schedule was discussed and it was decided that during June, July and August the Selectmen would meet on alternate weeks, the first off week to be June 8 and the regular schedule to resume on September 8.

Discussion 3 – Updating the ACTV Bulletin Board

Mr. Innes was asked to work with Dave Williams to ensure that the TV bulletin board be kept accurate and up to date.

Discussion 4 – Upcoming Meetings

The Selectmen would like to have each Department Head (Police, Fire, Highway, Elder Services and Recreation) attend an upcoming Selectmen’s meeting for a 15 minute discussion/presentation/Q&A regarding their department. Specific discussion points will be defined by the Town Administrator and approved by the Selectmen.

The Selectmen also would like to invite Town Counsel to a near-future non-public session to discuss current legal proceeding pertaining to the Town.

Discussion 5 – Volunteer Appointments

Mr. Consentino stated that he would like to have all volunteers/employees whose appointments are complete to be notified by e-mail that their appointment is up and, should they wish to be reappointed, they need to fill out the appropriate form. The form is available at Town Hall or on the Town’s web site.

Discussion 6 – Miscellaneous

Mr. Innes will arrange for phones/phone numbers, business cards, laptops, moving desks, etc. over the next few weeks.

Mr. Baldwin made a motion to adjourn the meeting at 10:51 AM. Second: Mr. Morse. 3/0/0.

Respectfully Submitted,
Bill Innes

William Baldwin

Phil Consentino

Harold Morse