

*Town of Atkinson  
Board of Selectmen  
Meeting Minutes  
April 14, 2014*

**W. Baldwin opened the Regular Meeting of Monday, April 14, 2014 at 7:30pm in the Atkinson Town Hall and led all present in the pledge of allegiance.**

**Members Present:**

W. Baldwin, Chair  
P. Consentino  
H. Morse

**Others Present:**

A. Bracket, Atkinson Police Chief  
B. Clark, Train Station Advisory Committee  
R. Fournier, Chair Conflict of Interest Committee  
D. Harrigan, Train Station Advisory Committee  
D. Heer, Director Kimball Library  
B. Innes, Town Administrator  
A. Phair, Chair Library Trustees

**Approval of Minutes**

*1/7/2014 – Regular Meeting*

**P. Consentino made a motion to approve the 1/7/14 Regular Meeting Minutes as amended. Second: H. Morse. 3/0/0.**

*1/7/2014 – Non-Public Meeting*

**P. Consentino made a motion to approve the 1/7/14 Non-Public Meeting Minutes as submitted. Second: H. Morse. 3/0/0.**

**Assessing:**

*Elder Exemption:*

Map/Lot	Address	\$
10/7-22A	24 Ridgewood Drive	1,900

**H. Morse made a motion to approve an Elderly Exemption for Map/Lot 10/7-22A; 22 Ridgewood Drive in the amount of \$1,900 per the recommendation of the Tax Assessor. Second: P. Consentino. 3/0/0.**

**Appearances:**

*Library Courtyard Update – Alan Phair, Chair Library Trustees*

Mr. Phair appeared before the Board of Selectmen to provide an update on the library courtyard. Mr. Phair explained how the previous Board of Selectmen voted to contract with Bartlett Landscaping for this project. The estimated cost is about \$45,000 and so far the Library has risen a little over \$30,000. There will be a fundraiser kicked off on Monday, April 14<sup>th</sup> and any resident willing to donate can either write a check to the Kimball Library or donate online at the Kimball Library website. The new courtyard's grand opening will be held on June 19<sup>th</sup> where the Timberlane Community Band will be performing and all residents are encouraged to attend.

*Diane Heer, Kimball Library*

Ms. Heer appeared before the Board of Selectmen to give an update on happenings at the Kimball Library:

- National Library Week will be celebrated on Wednesday, April 16<sup>th</sup> and there will be cake/refreshments provided at 4:30pm.
- It is also Staff Appreciation Day on Wednesday, April 16<sup>th</sup> and the Friends of the Library plan to cook breakfast for the staff and there will be refreshments served all day.

- There will be a women's acapella group performing at the library on Tuesday, April 15<sup>th</sup>.
- There are adult programs each month and many children's programs scheduled for April vacation. Further information for these programs is available on the Kimball Library website.
- The Kimball Library has been part of the coalition program for the last two years and it is set up between Atkinson, Plaistow, and Sandown.
  - The coalition program allows library members to borrow from each location using their library card.
  - There is a software to be purchased in order to be part of this program, but has saved the libraries thousands of dollars so far.
  - Kimball Library would like the Hampstead Library to be part of this program and have reached out to them, however the Director at the Hampstead Library needs time to make a decision due to the fact she is new in her position
- The Kimball Library has just switched from XP to Windows 8 which has been a tough transition, but the kinks are being worked out.

***Conflict of Interest Committee Opening – Raymond Fournier***

Mr. Fournier appeared before the Board of Selectmen to announce there is an open position on the Conflict of Interest Committee. Interested residents are encouraged to apply for the open position, but should go on the town website to read about the purpose and the committee before applying.

***Train Station Meeting Review – Dave Harrigan/Bob Clark***

Mr. Harrigan and Mr. Clark appeared before the Board of Selectmen to give an update on a recent meeting that took place regarding a potential train station in Plaistow, NH:

- Mr. Harrigan explained that Plaistow would like to build a train station in their town which will affect Atkinson residents in a negative way due to noise from overnight train service and six diesel trains needing to idle and blow their whistles in the morning hours and the environment will be affected due to the exhaust let off by the trains.
- MBTA will not serve this request unless they can move the layover station from Bradford to Plaistow.
- This move requires a study to be performed (NEPA study) which is aimed at determining the best locations for the station and layover yard. The meetings are wide open to the public for comment.
- Maps were distributed at the last meeting and the next meeting is scheduled in May.
- The MBTA recently released 7 possible sites which will be reduced to 2 or 3 by the next meeting and these 2 or 3 will have a more in-depth study performed on them.
- The final results are not required to go to the voters.
- The MBTA is entitled to ignore local zoning and sub division policies.
- Westville Drive and Bryant Woods will be the most impacted by a layover station in Plaistow for Atkinson residents.
- There has not been a study on the impact of noise performed as of yet.
- Recent activities have shown it does not appear Atkinson will have much of a say in the final decision of this layover station.
- Mr. Clark would like our Legislative representatives to bring this issue to the State to change laws so that Atkinson will have the right to vote on this.

***Department Review – Chief Bracket***

Chief Bracket appeared before the Board of Selectmen to give an update on happenings at the Atkinson Police Department. Chief Bracket updated the Selectmen with the following items:

- Chief Bracket is planning a two Sergeant command staff, one focused on administrative duties and one on patrol duties.
  - All candidates will be given an assessment test through Integrity Testing to determine if anyone on the current staff is qualified for the sergeant position.
  - Chief Bracket would prefer to promote within if possible.

- The two positions will allow for more supervision at the Police Department.
- One of the Sergeants will be in charge of patrol and the other in charge of administrative duties which will allow the Chief to spend more time in the community.
- Chief Bracket has recently been asked to sit on an Oral Board in the Town of Plaistow.
- With the Board of Selectmen’s approval, Chief Bracket would like to hire a non-certified police officer and send that person to the Police Academy in May.
- All new hires sent to the Academy will need to sign a 3-year pay back contract.
- Two new vehicles have been Purchased. One has been received and the other will be on board in May.
- With the help of Earl Sweeney, Chief Bracket will be updating and implementing policies at the Police Department and having personnel acknowledge and sign them. The policies will be reviewed once per year with Police Department personnel.
- Chief Bracket has heard back from the Department of Highway Safety regarding the release of federal funds for the Highway Safety Project #308-14A-050 entitled “Atkinson DWI/DUI Patrols”.
  - The Town received \$5,772.00 for DWI/DU patrols and \$4,332 for speed patrols.
- There is an Asset Forfeiture Program available to the Town of Atkinson Police Department and money is encouraged to be spent.
  - There is \$44,000 in the program now.
  - The chief will be spending some of this money on improvements made to the PD which includes a used car, new floor, sink, cubicles, etc.
- ACO Program
  - Chief Bracket is comfortable taking this department on.
  - Chief Bracket would like to make current employees of the ACO part-time police officers if they are to remain as ACO officers in order to give them authority to make arrests and enforce authority when in the public.

## Appointments:

### *Two Appointments*

Mr. Innes presented the following candidates to the Board of Selectmen for appointment:

Candidate	Position	Term
Michael DelCore	Recreation Commission	3 years
Dan Kimball	Conservation Commission	3 years

**H. Morse made a motion to appoint Michael DelCore to the Recreation Commission for a term of 3 years. Second: P. Consentino. 3/0/0.**

**P. Consentino made a motion to appoint Dan Kimball to the Conservation Commission for a term of 3 years. Second: H. Morse. 3/0/0.**

## Old Business:

### *Update of Purchasing Policy*

Mr. Innes presented an updated Purchasing Policy to the Board of Selectmen for approval. Discussion occurred around the chain of command and how much the Town Administrator is allowed to approve versus and Director and when the Board of Selectmen should be involved in the decision. Mr. Innes will replace all “Town Administrator” verbiage with “Town Administrator/Board of Selectmen” and bring an updated policy back to the Selectmen for approval.

### *Elderly Affairs Director*

Mr. Paquette has announced he will not be reapplying for the position. His term is now expired as of April 1, 2014.

***Dead End Sign on Bittersweet Lane/North Broadway Patrol***

Mr. Innes explained there is a Highway Safety Committee meeting scheduled on May 7<sup>th</sup> where these topics will be discussed.

***Security Cameras at the Community Center***

Mr. Innes met with the vendor on the 11<sup>th</sup> and this vendor will be providing a quote soon. If the quote exceeds \$2,500 Mr. Innes will put the project out for bid. Mr. Innes will let Mr. Consentino know the name of the vendor he met with via email.

***Proclamation for Lions Club Citizens of the Year***

Mr. Innes received the information today and will plan to write it this week.

***Rekeying Doors at the Town Hall***

Mr. Innes explained he has received an estimate in the amount of \$4,000 to rekey all the doors in the Town Hall to ensure security in the building. Mr. Innes is also working on putting together a key policy. Mr. Baldwin will take this project on and get back to the group with more information.

***Boston Post Cane***

Mr. Consentino announced the Boston Post Cane will be held at the Town Hall for any resident who is older than 96 years old who would like the honor of maintaining the cane. Interested candidates should contract Mr. Innes or Mr. Consentino.

***E-911***

Mr. Baldwin announced the E-911 project is moving forward. Mr. Innes has spoken to Mr. Kelleher from E-911 and is managing the actions to complete the project. Residents on Coventry Road and Washington Road will be notified via certified mail from the Town of Atkinson.

**New Business:**

***Meeting Procedures – Discussion and Approval***

Mr. Baldwin announced the Town of Atkinson will be adopting Board of Selectmen Meeting procedures which will affect how the meeting is run, the schedule, and the agenda setting, and meeting minutes. Mr. Baldwin added how that even though the Board of Selectmen meeting is a public meeting, it is run by the Board of Selectmen under the direction of the Chairman.

**H. Morse made a motion to adopt the Town of Atkinson, Board of Selectmen, Meeting Procedures dated April 14, 2014. Second: P. Consentino. 3/0/0.**

***Police Department \$5,772 DWI/DUI Grant - Accept***

Mr. Innes asked the Board of Selectmen to accept the DWI/DUI grant in the amount of \$5,772.00.

**P. Consentino made a motion to accept the DWI/DUI Grant in the amount of \$5,772. Second: H. Morse. 3/0/0.**

***Police Union Contract Negotiations***

Mr. Baldwin offered to be the liaison for police union contract negotiations due to the fact he is knowledgeable in the area and that he is the Chairman of the Board of Selectmen. Mr. Morse questions whether or not this would be a conflict of interest for Mr. Baldwin since he is a police officer. Mr. Baldwin explained he will not benefit from these negotiations at all, but has extensive experience in this area. Mr. Innes will provide the Board of Selectmen with a copy of the current contract. All negotiations of the contract are done in a non-public meeting; however the final contract is made available to the public.

***Highway Safety Committee Liaison***

Mr. Morse will be the Highway Safety Committee Liaison on behalf of the Board of Selectmen.

***Bringing Dogs to the Meetings***

Mr. Morse asked Mr. Innes to add this topic to the agenda for next week.

***Issues of Driveways on Brushwood***

Mr. Baldwin asked Mr. Innes to add this topic to the agenda for next week. Mr. Innes will send information to the Board of Selectmen prior to the meeting.

***Construction on the Roads***

Mr. Baldwin asked Mr. Innes to post work being done to town roads on the crawl to keep residents informed of construction going on.

***UNH Survey***

Mr. Baldwin announced since the Town is a member of LGC, he recently participated in an extensive survey with UNH and the survey results as whole will impact service to the communities.

***Officer Lyons – DARE Program***

Mr. Baldwin congratulated Officer Lyons for another successful year with the DARE Program and also congratulated the 5<sup>th</sup> graders who completed this program. The Board of Selectmen has been invited to the PAC on April 23<sup>rd</sup> at 6:30pm to congratulate the 5<sup>th</sup> graders on their completion of this program.

***Structural Change with LGC***

Mr. Baldwin announced there has been a structural change with LGC. All information regarding this change is available online.

**Future Dates:**

4/12 to 4/18 2014 – Town Wide Beautification Week – Pick up your t-shirts and bags at the Community Center – Monday through Friday 9-3 and Saturday mornings

4/19/2014 – East Egg Hunt – 11am sharp– Woodlock Park – Children 10 and under

4/26/2014 – Boy Scout Troop #9 Recycling Event Community center 8am to 2pm

5/4/2014 –Citizens of the Year Award – 1pm – 3pm – Atkinson Congregational Church – Martin Fueur

5/17/2014 – Ham and Bean Supper – Congregational Church 4pm – 7pm – sponsored by the Lions Club

**P. Consentino made a motion to adjourn the Regular Meeting of Monday, April 14, 2014 at 9:30pm.**

**Second: H. Morse. 3/0/0.**

Respectfully Submitted,  
Amanda Lueders

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William Baldwin, Chair

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Phil Consentino

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Harold Morse