

*Town of Atkinson
Board of Selectmen
Meeting Minutes
April 21, 2014*

W. Baldwin opened the Regular Meeting of Monday, April 21, 2014 at 7:30pm in the Atkinson Town Hall and led all present in the pledge of allegiance.

Members Present:

W. Baldwin, Chairman
P. Consentino
H. Morse

Others Present:

B. Innes, Town Administrator

Approval of Minutes

4/14/2014 – Regular Meeting

P. Consentino made a motion to approve the 4/14/2014 Regular Meeting Minutes as amended. Second: H. Morse. 3/0/0.

Assessing:

Elder Exemption:

Map/Lot	Address	Rod's Rec	\$	Tax Credit
13/96-3B	14 Centerview Road	Grant	\$200,000	\$3,800

P. Consentino made a motion to approve an Elderly Exemption for Map/Lot 13/96-3B; 14 Centerview Road in the amount of \$200,000 per the recommendation of the Assessor. Second: H. Morse. 3/0/0.

Appointments:

NHDOT Plaistow Rail Study Committee – David Harrigan – 1 Year

Heritage Commission – Steven Lewis – 1 Year

P. Consentino made a motion to appoint David Harrigan to the NHDOT Plaistow Rail Study Committee for a term of 1 year. Second: H. Morse. 3/0/0.

H. Morse made a motion to appoint Steven Lewis to the Heritage Commission for a term of 1 year. Second: W. Baldwin. 2/0/1. P. Consentino abstained from the motion.

Old Business:

Security Camera at the Community Center – Cen-Com Proposal

Mr. Innes presented a proposal from Central Communications Corporation to the Board of Selectmen for the installation of an IP Video Monitoring System at the Community Center. The cost of 2 IP Cameras and Server would cost a total of \$3,081.50, the cost of 3 IP Cameras and Server would cost a total of \$3,730.00, and the cost of 4 IP Cameras and Server would cost a total of \$4,474.50. Mr. Consentino would like to know where the money is coming from and Mr. Morse would like to understand the need. Discussion occurred around whether or not these cameras could pick up visuals at nighttime and there is doubt when using a 3 megapixel camera. Mr. Morse made a suggestion to install motion sensor lights around the area of the Community Center to help deter crime. Mr. Innes will look into the cost of installing motion lights. Mr. Baldwin asked Mr. Innes to also ask Chief Brackett to ensure the Community Center is being regularly patrolled. The Selectmen tabled this topic for 2014.

Driveway Permit Issue – Brushwood Drive

Mr. Baldwin explained the Driveway Permit Issue on 6 Brushwood Drive was an issue the previous Board of Selectmen tabled until further investigation was completed. Mr. Baldwin described the solution to this issue to be as follows: The driveway was inspected and it was determined that only a top coat was in fact added and that water is able to flow appropriately. The official driveway permit application has since been revised and will now include boxes to be checked for the type of work being done to a driveway, whether it is a top coat or the installation of a new driveway. Mr. Baldwin reminded residents to obtain a permit in the event they are getting work done to their driveway, old or new. Mr. Innes will ask Mr. Stewart to inform contractors of these rules. All three members of the Board of Selectmen agreed to this solution.

Purchasing Policy

Mr. Innes presented a revised purchasing policy to the Board of Selectmen for approval. Mr. Innes will make a change at the top of page 3 under “Spending Approval Guidelines are as follows” and change “Town Administrator” under “Expense Approval Level” with a dollar range of “\$501 - \$2,500” to read “Town Administrator/Department Head with notification to the Board of Selectmen”. Mr. Innes will also “The Board of Selectmen hereby authorizes the Town Administrator” to bullet #5 on page 4.

H. Morse made a motion to accept the Purchasing Policy and Procedures dated April 28, 2014 with changes Mr. Innes will be making to pages 3 and 4. Second: P. Consentino. 3/0/0.

E-911 Implementation Status

Mr. Innes updated the Board of Selectmen with the status of the E-911 implementation. Mr. Innes explained he has created a schedule which includes action items and due dates. This schedule will be strongly adhered to and Mr. Innes will send a copy to the Board of Selectmen. Mr. Innes plans to send out notification to residents one month prior to the change. Mr. Baldwin asked Mr. Innes to put the information on the website.

New Business:

Police Department Enforcement Patrol Grant - \$4,332 – Approval

H. Morse made a motion to accept the Police Department’s Enforcement Patrol grant in the amount of \$4,332. Second: P. Consentino. 3/0/0.

Police Department Emergency Equipment Quotes – Approval

Mr. Innes presented the following Police Cruiser Emergency Equipment bids to the Board of Selectmen for approval with the recommendation from Chief Bracket to award the bid to MHQ in the amount of \$14,030.22.

Company	Contact	Bid
MHQ	Michael Curtin 508-573-2600	\$14,030.22
Adamson Industries	978-681-0162	\$16,510.60
2-Way Communications Service	John Reckmeyer 603-431-6288	\$13,048.10

H. Morse made a motion to award the Police Cruiser Emergency Equipment bid to MHQ in the amount of \$14,030.22 per the recommendation of Chief Bracket. Second: P. Consentino. 3/0/0.

Police Department Mobile Radio Quotes - Approval

Mr. Innes presented the following Police Cruiser Mobile Radio bids to the Board of Selectmen for approval with the recommendation from Chief Bracket to award the bid to Wright Communications in the amount of \$4,442.60.

Company	Contact	Bid
Beltronics, Inc.	Bernie Peabody 603-465-2422	\$4,687.13
Wright Communications	603-228-8148	\$4,442.60
Ossipee Mountain Electronics	Brian Vastine	\$4,513.54

Mr. Baldwin asked Mr. Innes to find out if 2-Way Communications submitted a bid for this.

Town Hall Animal Policy

Mr. Morse would like a policy created allowing committee members to bring their dog to meetings in the Town Hall, as long the dog is well behaved and the other committee members are comfortable with it. Mr. Innes expressed concern with this suggestion because our insurer, the Property-Liability Trust (PLT), indicated it would be a liability for the Town, there are some employees who work at the Town Hall who are either afraid of or allergic to dogs, and there could be potential damage done to the building in the event the animal became sick at the meeting. Mr. Innes will follow up with the PLT to get a formal suggestion from our insurance company, and will draft an animal policy and submit it to the Board of Selectmen.

Action Items

Mr. Baldwin reminded the Board of Selectmen members to review items on the Action Items List.

Deck at the Community Center

Mr. Consentino announced he is very impressed with the work being done to the deck at the Community Center and how sturdy it now is. Mr. Innes will get quotes on replacing the rail that sticks out with a different type of rail.

Union Contract

Mr. Innes presented two dates to the Board of Selectmen to meet regarding the Union Contract, either on June 17th or June 19th. The Selectmen chose to meet on June 17th at 6pm. This will be a non-public meeting. Mr. Innes will send an invitation through Microsoft Outlook.

Updates from the Road Agent

Mr. Innes updated the Selectmen that the Road Agent feels as though the new landscaper is working out well and road work being done on Old Coach Road and Hawthorne Drive should be done by the end of the week. The Board of Selectmen would like Mr. Stewart to make the shoulders on Island Pond Road a priority and Mr. Innes will inform Mr. John McKeown, EPA of this request. Mr. Morse is meeting with Mr. Stewart tomorrow morning regarding Linebrook Road.

Future Dates:

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 Feuer

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

5/26/14 – Memorial Day Parade – 10am

P. Consentino made a motion to adjourn the Regular Meeting of Monday, April 21, 2014 at 8:30pm.

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

Respectfully Submitted,
Amanda Lueders

William Baldwin, Chair

Phil Consentino

Harold Morse