

*Town of Atkinson
Board of Selectmen
Special Meeting Minutes
August 18, 2014*

B. Baldwin opened the Selectmen's Planning Department Workshop of Monday, August 18, 2014 at 6:00 PM in the Atkinson Town Hall.

Members Present:

B. Baldwin
H. Morse
P. Consentino @6:10

Others Present:

B. Innes, Town Administrator
S. Killam, Planning Administrator

Discussion 1: Initial planning for the future organizational and staffing requirements for the Planning/Inspections/Zoning/Health/Code enforcement Department.

Discussion centered on:

1. The current Planning Administrator's job responsibilities and time spent in each area; how that job might evolve; what future responsibilities it may hold; S. Killam's thoughts on the jobs requirements. Ms. Killam stated that June 1, 2015 would potentially be her last day in the position and also that she would be happy to act as a backup to the person that fills her chair for vacations, days off and consulting/advice.
2. The aging population of the some of the inspectors in specific, and the Town's workforce in general, should be part of the overall planning process.
3. How the roles within the department might be changed to meet the needs of the Town, e.g., combining the assistant assessor's role with the planning administrator's job.

Action Item: B. Innes and S. Killam will put together a chart of how Ms. Killam allocates her time within her job and create a job description that fits the current role. In addition, they will present ideas/suggestions to the BoS on how the job could be adapted to the future needs of the department and how the department could be "reworked" as senior members of the staff retire.

Discussion 2: Will the Town allow part time employees to take advantage of direct deposit for their pay checks.

B. Innes stated that the Town's Treasurer, Mike Turell, is in favor of direct deposit for PT employees and that it will not cost the Town any additional money. After brief discussion the Selectmen agreed to allow this to go forward.

Motion to allow permanent part-time employees to take advantage of direct deposit was made by Mr. Morse; Second by Mr. Consentino; vote 3/0/0

Motion to enter non-public meeting under RSA 91-A:3II(e) Consideration of negotiation of pending claims or litigation made by P. Consentino; Second H. Morse; Vote 3/0/0

Motion to re-enter special meeting @ 9:47 PM by H. Mores; Second P. Consentino; Vote 3/0/0

Motion to adjourn @ 9:47 PM was made by Mr. Morse; seconded by Mr. Consentino. Vote – 3/0/0

Respectfully Submitted,
Bill Innes

Bill Baldwin

Philip V. Consentino

Harold J. Morse