

*Town of Atkinson
Board of Selectmen
Meeting Minutes
September 22, 2014*

W. Baldwin opened the Regular Meeting of Monday, September 22, 2014 at 7:31pm 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:

A. Brackett, Police Chief, Atkinson Police Department
T. Houlihan, Acting Director, Elder Services
B. Snicer, Administrative Assistant
N. Travers, Director Recreation/Community Center
D. Williams, ACTV

Approval of Minutes:

9/10/2014– Workshop Meeting Minutes

H. Morse made a motion to accept the minutes of Workshop Meeting 9/10/2014 as submitted. Second: P. Consentino. 2/0/1. H. Morse abstained from the motion.

9/10/2014– Non-Public Session

H. Morse made a motion to accept the minutes of Non-Public Meeting 9/10/2014 as submitted. Second: P. Consentino. 2/0/1. H. Morse abstained from the motion.

9/15/2014– Regular Meeting Minutes

H. Morse made a motion to accept the minutes of Regular Meeting 9/15/2014 as amended. Second: P. Consentino. 2/0/1. W. Baldwin abstained from the motion.

Donation:

\$250.00 – Elderly Services Trust Fund

P. Consentino made a motion to accept donations totaling an amount of \$250.00 to go into the Elderly Assistance Expendable Trust Fund. Second: H. Morse. 3/0/0.

Appearances:

Elder Services – Ted Houlihan

Mr. Houlihan appeared before the Board of Selectmen to present the 2015 Elder Services budget. Mr. Houlihan made comments on the following budget lines:

Account No.	Description	2014 Budget	2015 Budget	Comments
42151.110.01	E.S – Payroll (10 part-time drivers)	\$45,688	\$65,000	Increased by \$19,312 due to an increase in rides given
42151.635.00	Vehicle Gas	\$11,800	\$14,500	Increased by \$2,700 due to an increase in rides given
42151.660.00	Vehicle Maintenance	\$3,500	\$5,000	Increased by \$1,500 due to the following needs: <ul style="list-style-type: none"> • 2 new studded snow tires • 2 new highway tires • 5 inspections

				<ul style="list-style-type: none"> • Oil changes for 5 cars • Change highway tires to snow tires • Possible new transmission
42151.390.00	Other Professional Services	\$1,500	\$1,000	\$ will be used for the insurance deductible to replace a cracked windshield

P. Consentino made a motion to take the 2015 Elder Services budget under advisement as presented by Mr. Houlian in the amount of \$91,418.00. Second: H. Morse. 3/0/0.

Temporary Employee

Discussion occurred around the temporary replacement for the Elder Services' Coordinator Position. Ms. Snicer will contact the town's insurance company to inquire about what type of insurance is needed for an independent contractor dealing with confidential information.

Police Department Budget Review – Chief Brackett

Chief Brackett appeared before the Board of Selectmen to present the 2015 Police Department budget. Chief Brackett made comments on the following budget lines:

Account No.	Description	2014 Budget	2015 Budget	Comments
4201.110.02	Full-Time Officers Pay	\$262,370	\$193,883	Down \$68,487 due to promotions within the department
42101.110.06	Sergeant	\$68,005	\$118,938	Increased by \$50,933 due to promotions within the department
42101.110.09	Sergeant's Overtime	\$4,568	\$16,868	Increased by \$12,300 due to the Chief needing Sergeant's to work overtime for their expertise on criminal investigations
42105.341.00	Telephone	\$7,000	\$9,504	Increased by \$2,504 due to the need of new services
42105.350.00	Physicals	\$600	\$1,200	Increased by \$600 because it was only budgeted for 1 physical but now the need is for 2
42105.620.00	Office Supplies	\$5,000	\$5,200	Increased by \$200 due to the transfer of Animal Control's supplies into this line
42105.625.00	Postage	\$1,000	\$1,050	Increased by \$50 due to the transfer of Animal Control's postage into this line
	Other/New	0	\$10,000	Using reserved fund to purchase a new cruiser and this money is to put new equipment into the new cruiser

P. Consentino made a motion to take the 2015 Police Department budget under advisement as presented by Chief Brackett in the amount of \$941,559.00. Second: H. Morse. 3/0/0.

Animal Control – Chief Brackett

Chief Brackett also presented the 2015 Animal Control budget. Chief Brackett made comments on the following budget lines:

Account No.	Description	2014 Budget	2015 Budget	Comments
44191.620.00	Office Supplies			Absorbed into Police Department budget
44191.625.00	Postage			Absorbed into Police Department budget

P. Consentino made a motion to take the 2015 Animal Control budget under advisement as presented by Chief Brackett in the amount of \$19,205.00. Second: H. Morse. 3/0/0.

Recreation Budget – Noriko Travers

Ms. Travers appeared before the Board of Selectmen to present the 2015 Recreation budget. Ms. Travers made comments on the following budget lines:

Account No.	Description	2014 Budget	2015 Budget	Comments
45201.410.00	Supplies & Electricity-Pope			Name should be changed to Electricity for Rec Fields. Ms. Travers will change with Sandra.
45201.740.00	Minor Equipment			Name should be changed to Minor Equipment/Rent. Ms. Travers will change with Sandra.
45201.120.02	S&F Assist Director			Selectmen advised Ms. Travers to add an “s” to Director since this budget line is for 2 assistant Directors. Ms. Travers will change with Sandra

P. Consentino made a motion to take the 2015 Recreation budget under advisement as presented by Ms. Travers in the amount of \$82,387.00. Second: H. Morse. 3/0/0.

Community Center Budget – Noriko Travers

Ms. Travers also presented the 2015 Community Center budget. Ms. Travers commented on the following budget lines:

Account No.	Description	2014 Budget	2015 Budget	Comments
	Professional Services/Pope			The word Pope should be removed. Ms. Travers will work with Sandra to do this.

P. Consentino made a motion to take the 2015 Community Center budget under advisement as presented by Ms. Travers in the amount of \$61,942.00. Second: H. Morse. 3/0/0.

**The Board of Selectmen advised Ms. Travers to adjust her budget accordingly prior to meeting with the Budget Committee, in the event she decides to elect health insurance through the Town of Atkinson

Recreation Announcements – Noriko Travers

Ms. Travers made the following announcements:

- Wednesday, September 24th – Senior Pizza Party- Community Center from 12pm – 2pm
- Thursday, September 25th – flu clinic - Community Center from 12pm – 2pm
- Saturday, September 27th – Atkinson Women’s Civic Club will be holding their annual town-wide yard sale

ACTV Budget Review – David Williams

Mr. Williams appeared before the Board of Selectmen to present the 2015 ACTV budget. Mr. Williams made comments on the following budget lines:

Account No.	Description	2014 Budget	2015 Budget	Comments
45892.100.00	Staff Salary	\$10,700	\$13,040	Increased by \$2,340 due to increases in pay
45892.560.00	Dues/Subs/Memberships	\$350	\$400	Increased by \$50 due to increase in membership rate
45892.110.01	Salaries			Selectmen asked Dave to work with Sandra and change the name of this budget line to Station Manager

P. Consentino made a motion to take the 2015 ACTV budget under advisement as presented by Mr. Williams in the amount of \$43,915.00. Second: H. Morse. 3/0/0.

ACTV Proposed 2015 Warrant Articles:

Mr. Williams advised the Board of Selectmen of the following 2015 proposed warrant articles for ACTV:

- \$20,000 to replace ACTV-20’s aging video server
- \$15,000 to purchase tripod-mountable robotic cameras for use in Town Hall
- Money to create a part-time assistant coordinator’s position
- Money to put a fire-suppression system that is safe for electronics into the IT/ACTV-20 Server Room

ACTV Training:

Discussion occurred around the idea of staffing with Robotic Cameras and how important it will be for Mr. Williams to train his staff to operate the equipment. The Board of Selectmen is in support of developing and implementing training programs to encourage additional participation in cable production, which would engender more interest in Town activities.

New Business:

Fire Station RFP – Award

Ms. Snicer presented the following bids to work on the Fire Department floor with the recommendation to award the bid to Cadieux’s Flooring in the amount of \$6,870 due to it being the lowest bid.

Company	Contact	Bid
Rugs, Rolls & More	Clair Simcox 603-382-8923	\$8,500
Ed’s Flooring America	Vylet Cross 603-382-3801	\$7,676.64
Cadieux’s Flooring	Thomas Cadieux 603-772-2379	\$6,870

H. Morse made a motion to award the Fire Department floor bid to Cadieux's Flooring in the amount of \$6,870. Second: P. Consentino. 3/0/0.

Insurance Discussion

Mr. Morse began this discussion by expressing how upset he is with the fact Mr. Baldwin and Mr. Consentino met and made decisions on this matter, in Mr. Morse's absence. Mr. Morse would like to see the health insurance for Town Employees go from 100% coverage to an 80/20 plan. Mr. Baldwin and Mr. Consentino expressed their concern with how this change would impact the Town Employees. Mr. Consentino pointed out section 10.3.1 of the Personnel Policy where it states that all Town Employees hired prior to December, 2012 will continue to receive benefits promised at the time they were hired. Mr. Morse suggested changing the policy. Ms. Snicer made a suggestion for the Town to allow employees, who are age 65 or older, to pick up Medicare and a supplemental insurance policy. Mr. Morse said he would consider a 100% reimbursement for any employees who might choose this option because of the savings to the Town. Based on personal experience, Mr. Consentino explained how costly having Medicare actually is, especially if the person needs regular medications. Ms. Snicer also mentioned that public employees are paid much lower compared to the business environment and that having 100% health insurance coverage was an incentive to remain in the public sector. Mr. Morse said the pay is not as different from businesses as it used to be. Mr. Consentino said he would be in support of implementing an 80/20 plan for new employees hired after December, 2012, however does not feel comfortable changing the policy because it would be too much of a burden on the employees hired prior to December, 2012. Mr. Consentino made the suggestion to change the plan to a 95/5 instead of an 80/20 for employees hired prior to December, 2012 in order to lessen the burden on these employees and to keep it at 5% for a few years. Mr. Morse and Mr. Baldwin agreed with Mr. Consentino's suggestion, however voted to increase the amount by 5% each year in order to meet the 20%.

H. Morse made a motion to change section 10.3.1 of the personnel policy to say that any employees hired prior to December, 2012 will pay 5% of their health insurance policy in 2015, then 10% in 2016, then 15%, in 2017, and finally 20% in 2018. This motion shall go into effect on January 1, 2015. Second: W. Baldwin. 2/1/0. P. Consentino is opposed to this motion.

Insurance Discussion – Follow-Up Items

Ms. Snicer will follow up with Mr. Innes on the following items:

- The Town giving the option to employees who are age 65 or older the option to elect Medicare and a secondary coverage, noting that any reimbursement would become a taxable fringe benefit.
- Section 125 – The Town offering its employees the opportunity to have the employee contributions pre-tax.

School Board Vacancy

Mr. Baldwin would like to know who is responsible for filling the open position on the School Board to replace Mr. Mascola. Ms. Snicer will obtain the minutes from the last School Board meeting, which should have this information. Mr. Consentino would also like to see a letter written to the Board of Selectmen from the School Board stating who is responsible for filling this position.

Letter for the Highway Safety Committee

Mr. Baldwin explained he received a letter regarding a motor vehicle crash that resulted in a fatality on Route 111 and Hawthorne Road. Per Mr. Baldwin's request, Ms. Snicer will deliver the letter to the Highway Safety Committee for their recommendation.

Technical Advisory Committee for Rockingham Planning Commission – Bob Clark

P. Consentino made a motion to increase Bob Clark's term on the Technical Advisory Committee for the Rockingham Planning Commission to end in 2017. Second: W. Morse. 3/0/0.

Old Business:

Grant Writing

Mr. Consentino updated Mr. Baldwin with a recommendation he made at the last meeting to contract a Grant Writer to seek and write grants for the Town of Atkinson. Mr. Consentino will work with Ms. Snicer and Mr. Innes on searching for grants to see what's available to the Town.

Future Dates:

9/25/2014 – Flu Shot Clinic 12 Noon – 2PM Atkinson Community Center

9/29/2014 – Next Selectmen's Regular Meeting – 7:30PM

P. Consentino made a motion adjourn the Regular Meeting on Monday, September 22, 2014 at 10:30pm.

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

Respectfully Submitted,
Amanda Lueders

William Baldwin, Chair

Phil Consentino

Harold Morse