

*Town of Atkinson  
Board of Selectmen  
Meeting Minutes  
October 6, 2014*

W. Baldwin returned to the Regular Meeting of Monday, October 6, 2014 at 7:44pm 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:**

L. Artus, Atkinson Resident  
R. Cavalear, Town Clerk  
B. Innes, Town Administrator  
T. Stewart, Road Agent  
P. Torosian, Atkinson Resident  
D. Weymouth, Government Buildings

**Moment of Silence**

*Mr. Baldwin initiated a moment of silence for troops overseas*

**Approval of Minutes:**

*9/29/2014 – Non-Public Meeting Minutes*

P. Consentino made a motion to accept the minutes of Non-Public Meeting 9/29/14 as submitted. Second: H. Morse. 3/0/0.

*9/29/2014 – Regular Meeting*

P. Consentino made a motion to accept the minutes of Regular Meeting 9/29/14 as submitted. Second: H. Morse. 3/0/0.

**Donation:**

*\$160.00 – Elder Assistance Expendable Trust Fund*

P. Consentino made a motion to accept donations totaling an amount of \$160.00 to go into the Elder Assistance Expendable Trust Fund. Second: H. Morse. 3/0/0.

**Appointments:**

*Full-time Police Officer – Marc D. Melia*

Chief Brackett appeared before the Board of Selectmen to introduce Marc Melia as the recommended candidate for the full-time Police Officer position, at a rate of pay of \$21.18 per hour, effective September 30, 2014. Mr. Melia is a graduate of Hesser College and is currently attending the part-time Police Academy, which is scheduled to be completed on November 21, 2014. Mr. Melia stated he is enjoying the Police Academy and is excited to join the Atkinson Police Department.

P. Consentino made a motion to hire Marc D. Melia as a full-time Police Officer at the rate of pay of \$21.18 per hour effective September 30, 2014. Second: H. Morse. 3/0/0.

*Timberlane Regional School Board:*

The Board of Selectmen appointed Jack Sapia to the Timberlane Regional School Board.

P. Consentino made a motion to appoint Jack Sapia to fill the vacant position on the Timberlane Regional School Board to fill the balance of M. Mascola's term. Second: H. Morse. Mr. Morse thanked all the candidates who applied for the position. 2/1/0. Mr. Morse opposed the motion.

## Budgets:

### *Advertising & Regional Expense – B. Innes*

Mr. Innes presented the 2015 Advertising & Regional Expense budget to the Board of Selectmen in the amount of \$6,470. This membership fee is set by the Rockingham Planning Commission.

**P. Consentino made a motion to recommend \$6,470 for the 2015 Advertising & Regional Expense budget (A/C #40.41974.855.00) as final. Second: H. Morse. 3/0/0.**

### *Highway Department – E. Stewart*

Mr. Stewart appeared before the Board of Selectmen to present the 2015 Highway Department budget. Mr. Stewart began the discussion by passing out a list of warrant articles pertaining to road work and explained some of it will be put off until next year due to work being done by the Hampstead Area Water Company. Mr. Stewart went on to explain the budget he is presenting is a copy of last year's budget with a few minor changes. Mr. Baldwin asked about the winter salt line and whether or not Mr. Stewart had enough in his budget to accommodate the roads in the event there is a bad winter. Mr. Stewart agreed and asked to bring that budget line up to \$60,000. There is 80 tons of salt in the shed now and the cost of salt has gone down. Mr. Stewart then began discussion regarding capital equipment and how renting his back hoe is not going to be the best business plan for him, suggesting that the Town either lease or buy the equipment. Mr. Innes will work with Mr. Stewart to put together numbers for the Board of Selectmen.

**P. Consentino made a motion to take the 2015 Highway Department budget (A/C #s 40.43111 through 43125) under advisement in the amount of \$496,566. Second: H. Morse. 3/0/0.**

### *Town Clerk – R. Cavalear*

Ms. Cavalear appeared before the Board of Selectmen to present the 2015 Town Clerk Budget. Ms. Cavalear made comments on the following budget lines:

| Description          | Comments   |
|----------------------|--|
| Town Clerk Assistant | 5 hour increase for Deputy plus a pay raise. Included 10 hours for Assistant. Asked Selectmen to reinstate it back to 30 hours due to the increased workload. Ms. Cavalear submitted a copy of the revenue and workload with 3 months projected. |
| New Equipment        | Under RSA 41:59 – need fire proof safe for all permanent records.  |

**P. Consentino made a motion to take the 2015 Town Clerk Department budget under advisement for preliminary approval. Second: H. Morse. 3/0/0.**

### *Tax Collector's Budget – Bill Innes*

Mr. Innes presented the 2015 Tax Collector Budget to the Board of Selectmen and made comments to the following budget lines:

| Description                 | Comments                                   |
|-----------------------------|--|
| Deputy Tax Collector Salary | Went up due to approved salary increase    |
| Fica and Medicare           | Adjusted accordingly                       |
| Postage                     | Up due to more mailings                    |
| Other Professional Services | Up by \$400 but Mr. Innes did not know why |
| New Equipment               | Keep at \$1.00                             |

**H. Morse made a motion to take the 2015 Tax Collector's budget (A/C #40.41504) under advisement in the amount of \$44,553. Second: P. Consentino. 3/0/0.**

### ***General Gov't Buildings – D. Weymouth***

Mr. Weymouth and Mr. Innes presented the 2015 General Gov't Buildings Budget to the Board of Selectmen in a three column format. The first two columns being items needed in order to make the buildings run and the last column being a project list. Mr. Innes and Mr. Weymouth will work on prioritizing the project list and report back to the Selectmen.

**H. Morse made a motion to take the 2015 General Gov't Buildings budget (A/C #40.41941 through 40.41950) in the amount of \$194,377 under advisement. Second: P. Consentino. 3/0/0.**

### **Old Business:**

#### ***Thank you Letter to the Lions Club***

Mr. Innes started working on this letter prior to his vacation and will finish it up to send out this week.

#### ***Police Dept. Adjustment***

Mr. Innes explained he worked with Chief Bracket to update the Police Department budget and put an updated copy of it in the Board of Selectmen's budget books. The Selectmen asked Mr. Innes to move the \$16,000 for radar/signage board from the "other/new line" into the "New Equipment" line.

**P. Consentino made a motion to take the revised 2015 Police Department budget (A/C #S40.42101 through 40.42109) in the amount of \$962,262 under advisement. Second: P. Consentino. 3/0/0.**

#### ***Review High Hill Tower Stipulations – P. Consentino***

Mr. Baldwin recused himself from the discussion.

Mr. Consentino explained he spoke with Town Counsel who said he cannot advise the Town in this matter since he also represents the Town of Plaistow with this project. Mr. Consentino also checked into court documents and located building permits which he gave to the inspectors. The Fire Chief has signed off. The Plumbing Inspector still needs to sign off on it. Mr. Consentino ended the discussion by saying the Building Department has full control over this project.

#### ***Health Insurance***

Discussion occurred around the Personnel Policy and how it states that all new employees hired after December 2012 are required to pay 20% of their Health Insurance. Mr. Innes asked if this applied to the Deputy Town Clerk who just recently became full-time and would like to elect Health Insurance through the Town, yet was technically hired before December 2012. Mr. Innes will send to Town Counsel for feedback.

### **New Business:**

#### ***Raffle Permit – Family Promise Raffle – Atkinson Country Club – November 7, 2014***

**P. Consentino made a motion to grant a raffle permit to Family Promise of Greater Rockingham County, Inc. for their 2<sup>nd</sup> annual fundraiser gala at Atkinson Country Club to be held on November 7, 2014. Second: W. Baldwin. 2/0/1. H. Morse abstained from the motion.**

#### ***Westside Drive***

Mr. Stewart explained that new telephone poles have been put in on Westside Drive and that the road will be restriped by the end of the week. The old telephone poles will be removed by the Telephone Company.

#### ***Property-Liability Trust Annual Meeting***

Mr. Baldwin announced there will be a Property-Liability Trust annual meeting and 2015 Board of Directors Elections on December 16, 2014 at 10am in Concord, NH.

***Eagle Scout Recognition***

Mr. Baldwin explained he received a letter from John Troy asking for a letter of recognition for an Eagle Scout. Mr. Innes will create a proclamation for the Selectmen to be presented to the scout.

***Railroad Meeting***

The Plaistow Rail Study Committee, New Hampshire Department of Transportation and Rockingham Planning Commission are holding a meeting on Thursday, October 9<sup>th</sup> at 7pm in the Plaistow Town Hall. All residents are encouraged to attend the meeting to voice their opinion concerning whether or where to locate a commuter rail stop and/or a layover station in this area.

***Hazardous Waste Collection***

The Hazardous Waste Collection for Atkinson, Danville, Hampstead, Chester, Plaistow, and Kingston will be held on October 25, 2014 from 9am – 12pm in Danville, NH; 210 Main Street. Proof of residence will be required. Mr. Innes will post on the website.

***Elder Affairs Clarification***

Mr. Consentino explained he received a letter from Ted Houlihan explaining the reason for the increase in the budget was because they didn't need a dispatcher for the majority of 2014, and there was a new car added along with an additional driver allowing for more rides to be given.

**Appearances**

***Peter Torosian***

Mr. Torosian appeared before the Board of Selectmen to inquire about the Town's hiring process and the steps taken to review candidates for the School Board Position. Mr. Baldwin responded by explaining the position was filled by reviewing the qualifications of each candidate. Mr. Consentino also added that the primary reason why he chose Mr. Sapia was because he received over 500 votes for the position at the last election. The Selectmen added that the term will expire in March and encouraged Mr. Torosian to run for the position at that time.

***Leon Artus – Maple Avenue***

Mr. Artus appeared before the Board of Selectmen to ask why Mr. Baldwin recused himself from the Tower Project discussion yet not the School Board discussion. Mr. Baldwin explained that he recused himself from the Tower Project discuss because the agency he works for is responsible for the project, but did not need to recuse himself from the School Board discussion. Mr. Artus stated he plans to file a Conflict of Interest Complaint against Mr. Baldwin.

**Future Dates:**

- 10/20/2014 – Next Selectmen's Regular Meeting 7:30pm
- 10/25/2014 – Household Hazardous Waste Day 9am – 12pm – Danville
- 10/31/2014 – Trick or Treat 6PM to 8PM

**H. Morse made a motion adjourn the Regular Meeting on Monday, October 6, 2014 at 9:27pm. Second: P. Consentino. 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