

*Town of Atkinson
Board of Selectmen
Meeting Minutes
October 20, 2014*

W. Baldwin opened the Regular Meeting of Monday, October 20, 2014 at 7:32pm in the Atkinson Town Hall and led all present in the Pledge of Allegiance.

Members Present:

P. Consentino
H. Morse

Others Present:

K. Delfino, Vice Chair, Timberlane Regional School Board
D. Heer, Director, Kimball Library
B. Innes, Town Administrator
M. Murphy, Fire Chief, Atkinson Fire Department
A. Phair, Chair Kimball Library Trustees
T. Stewart, Road Agent
P. Wainwright, Vice Chair, Conservation Commission

Approval of Minutes:

10/6/2014 – Non-Public Meeting Minutes

P. Consentino made a motion to accept the minutes of Non-Public Meeting 10/6/2014 as submitted.

Second: H. Morse. 2/0/0.

10/6/2014 – Regular Meeting Minutes

P. Consentino made a motion to accept the minutes of Regular Meeting 10/6/2014 as submitted. Second:

H. Morse. 2/0/0.

10/8/2014 – Special Meeting Minutes

P. Consentino made a motion to accept the minutes of Special Meeting 10/8/2014 as submitted. Second:

H. Morse. 2/0/0.

10/8/2014 – Non-Public Meeting Minutes

P. Consentino made a motion to accept the minutes of Non-Public Meeting 10/8/2014 as submitted.

Second: H. Morse. 2/0/0.

10/14/2014 – Non-Public Meeting Minutes

P. Consentino made a motion to accept the minutes of Non-Public Meeting 10/14/2014 as submitted.

Second: H. Morse. 2/0/0.

Donation:

\$209.00 – Elder Assistance Expendable Trust Fund

P. Consentino made a motion to accept donations totaling \$209.00 to go into the Elder Assistance Expendable Trust Fund. Second: H. Morse. 2/0/0.

Appearances:

Kate Delfino – School Board Information and Request

Ms. Delfino, Vice Chair of the Timberlane Regional School Board, appeared before the Board of Selectmen to present a request. The Timberlane Regional School Board has recently formed a new Committee, The Capital Improvement Committee, and would like each Board of Selectmen within the district, to appoint an individual to sit on the Committee. Each appointed individual should have experience in putting together capital

improvement plans. The Capital Improvement Committee will be responsible for reviewing the current Capital Improvement Plan and will be developing a new one. The Board of Selectmen will begin searching for a qualified candidate.

School Board Survey

Ms. Delfino announced the Citizens Advisory Committee will be implementing a short survey for families in the School District to evaluate interactions between school personnel and parents/committee members. The survey will be available online and hard copies will be made available at the Town Hall and the Library.

Ted Stewart – Street Lighting Budget

Mr. Stewart appeared before the Board of Selectmen to present the 2015 Street Lighting Budget as level funded in the amount of \$41,500.

P. Consentino made a motion to recommend the 2015 Street Lighting budget (A/C#40.43163.410.00) in the amount of \$41,500. Second: H. Morse. 2/0/0.

Change in Road Work Schedule

Mr. Stewart announced he has moved many of the road improvement projects (shim and overlay) scheduled for 2015 up to 2016 in order to not interfere with working being done by the water company.

Updated Budget

Mr. Stewart explained the budget he presented to the Budget Committee was different from the one presented to the Board of Selectmen. An updated budget has been sent to the Selectmen via email.

Budget Presentations

Conservation – Paul Wainwright

Mr. Wainwright appeared before the Board of Selectmen to present the 2015 Conservation Budget as level funded in the amount of \$9,227. Mr. Wainwright went on to explain that most of the budget for 2014 has not yet been expended because a major part of the care of grounds takes place after a freeze, which has not occurred yet. Mr. Wainwright also explained that most of the money in the Conservation Commission Budget is there as a contingency and only spent if needed.

P. Consentino made a motion to recommend the 2015 Conservation budget (A/C #40.46111) in the amount of \$9,227. Second: H. Morse. 2/0/0.

Ambulance, Homeland Security, Fire Department – Chief Murphy

Chief Murphy appeared before the Board of Selectmen to present the 2015 Ambulance, Homeland Security, and Fire Department Budgets. Chief Murphy began with presenting the 2015 Ambulance budget as level funded in the amount of \$1.00.

P. Consentino made a motion to recommend the 2015 Ambulance budget (A/C #40.42152.350.00) in the amount of \$1.00. Second: H. Morse. 2/0/0.

Chief Murphy went on to present the 2015 Homeland Security budget as level funded in the amount of \$650.00.

P. Consentino made a motion to recommend the 2015 Homeland Security budget (A/C #40.42901) in the amount of \$650.00. Second: H. Morse. 2/0/0.

Chief Murphy went on to present the 2015 Fire Department budget in the amount of \$302,230 and made comments on the following budget lines:

Account No.	Description	2014 Budget	2015 Budget	Comments
42201.110.01	FD Chief's Salary	\$18,555	\$18,565	2% Cola & 3% call increase included
42201.110.02	FD Officers/Other Personnel	\$119,917	\$127,335	2% Cola & 3% call increase included
42201.110.03	FD Clerk	\$11,502	\$13,260	2% Cola included
42201.210.00	Insurance (AD&D)	\$2,000	1	Insurance analysis available
42201.220.00	Fica	\$9,521	\$9,868	2% Cola included
42201.225.00	Medicare	\$2,238	\$2,308	2% Cola included
42201.230.00	State Retirement	\$1,000	1	Rolled into workers comp
42201.344.00	Telephone	\$5,800	\$5,800	\$40/month 5311 added 2015
42201.360.00	Cleaning Service	\$3,500	\$3,600	Found the need to strip and wax floors yearly.
42201.410.00	Electricity	\$10,000	\$10,000	2 year contract in place
42201.411.00	Heat	\$8,500	\$8,000	This is out for bid so number could change
42201.430.00	Hydrants/water contract	\$14,000	\$14,000	5 new hydrants for 2016 budget year. 1 st year includes installation.
42201.560.01	HazMat District	\$1.00	\$1.00	No long part of that but should keep budget line anyway.
42201.620.00	Office Supplies	\$3,500	\$4,000	Cost of doing business
42201.625.00	Postage	500	300	Will no longer be sending notices out via certified mail
42201.850.00	Education/Conferences	\$10,000	\$10,000	\$750 – 1200/class, EMS Contract \$4900
42201.110.01	Tuck Maintenance/Labor	\$500	\$1	Leave as place holder
42201.630.00	Minor Equipment	\$2,000	\$2,000	Add \$700 from minor commun-SCBA/Air-Equip Rep
42202.635.00	Gas & Oil	\$5,000	\$5,000	No allowance for price increases
42202.660.00	Truck Maintenance	\$16,000	\$13,500	Bringing down due to not spending all the money
42202.740.00	New Equipment	\$11,500	\$11,500	Need to create a list of needs
42203.110.00	Fire Inspectors	\$5,000	\$5,100	2% Cola Included. This is a revenue generating line and is almost a wash every year.
42204.850.00	Instructional Materials	\$750	\$500	Reduced due to less of a need
42205.630.00	Minor Equipment/Other Repairs	\$7,000	\$7,000	Projecting an over expenditure in 2014 due to the purchase of portable batteries

P. Consentino made a motion to take the 2015 Fire Department Budget under advisement for preliminary approval in the amount of \$302,230. Second: H. Morse. 2/0/0.

Fire Department Warrant Articles

Chief Murphy also mentioned he would like to carry over the warrant article for water hydrants this year and will send an email to Mr. Innes regarding this request.

Library – Diane Heer and Alan Phair

Ms. Heer and Mr. Phair appeared before the Board of Selectmen to present the 2015 Library Budget in the amount of \$422,548 and made comments on the following budget lines:

Account No.	Description	2014 Budget	2015 Budget	Comments
45501.110.01	Librarian	\$60,847	\$60,847	Trustees are working on the new contract for 2015
45501.110.02	Children’s Librarian (Youth Services Director)	\$41,080	\$43,680	April 1, 2015 increase salary from \$20.00/hour to \$21.00/hour. Total salary for 2015 will be \$43,680.
45501.110.03	Aides (Library Assistant)	\$111,118	\$113,340	12 employees. The increase of merit raises only covered 9 months so the default numbers for 2015 will be \$113,340 to cover the three months not budgeted last year. The annualized merit raise for 2014 was \$2,222 add to Library Aide line of \$111,118 to equal the \$113,340. Trustees are continuing to work on salaries for library staff.
45501.110.04	Employee Merit	\$1,667	\$2,267	Requesting a 2% merit increase for 2015. Selectmen explained the Town is giving a 2% increase to employees who did not get a merit increase. The 2% cola’s are effective April 1, 2015 and the merits will be in effect January 1, 2015.
45501.210.00	Health Insurance	\$31,753	\$42,297	2015 rate is negotiated by the Town. No estimate available. Youth Services Director will be adding spouse to benefits
45501.220.00	Fica	\$13,312	\$13,648	6.2% of total salaries
45501.225.00	Medicare	\$3,113	\$3,192	1.45% of total salaries
45501.230.00	Retirement	\$10,978	\$11,467	January 1, 2015 through June 30, 2015 the rate is 10.77%. The rate for July 1, 2015 through December 31, 2015 is 11.7%. This is based on Director & Youth Services Director total salaries. This is contractual with the NH Retirement System and cannot be negotiated.
45501.360.00	Cleaning Service	\$12,000	\$12,000	In 2014 Library agreed to a three year agreement which will hold price of \$900/month through 2016.

				Next contract agreement will be for the 2017 budget.
45501.410.00	Electricity	\$14,700	\$15,500	Increase of \$800. Average of 106,040 kWh/year used. Town negotiated two year contract of 0.007184 for power charge (averaging \$653/month). Unutil monthly charges for delivery are averaging \$635. Total average monthly bill for electricity is \$1,288.
45501.411.00	Heat	\$15,500	\$17,000	\$1,500 increase. We were cut \$1,500 in 2014 by the Budget Committee. It is expected that propane gas will increase in 2015. Town will go out to bid for 2015 propane contract. 2014 the price is \$1.81/gallon. Used 5290.8 gallons as of May 7, 2014.
45501.560.00	Dues/Subs/Memberships	470	570	Increase of \$100 to cover staff membership and increase in dues. Memberships to professional organizations (ALA, NELA, NHLA, ALTAFF)
45501.670.00	Materials of Trade	\$35,000	\$35,000	No increase. All materials are purchases from this line.
45501.740.00	Equipment/Maintenance	\$6,600	\$6,600	\$3,240/year ProControls Preventive Maintenance contract for HVAC (this includes remote monitoring). No increase. Remaining budget is for equipment and some building maintenance as needed throughout the year.
45501.850.00	Education/Conferences	\$2,000	\$2,000	Training and conference attendance for entire library staff (12 employees)
45502.390.00	Other Prof Services	\$12,700	\$12,700	IT Contract \$965.50/month (\$11,586/year) contract through 12/2015 includes back-up software & storage, postini email filtering, server maintenance, backup disaster recovery. Workstation/laptop/network/printer support. \$220/year Comcast Static IP's; web hosting \$180/year; security certificate \$25/year. \$250 for Movie Licensing, background checks on new employees \$50, public postings in newspapers
45502.730.00	Computer Software	\$7,930	\$3,051	Library insight \$1,600/year (software for online calendar, room

				reservations & museum pass program); \$380 firewall anti-virus software for network; \$2300 koha circulation software support & hosting. \$1,000/year for Genealogy Software Ancestry & Heritage Quest; Print Management software \$400/year; \$550/year Ebsco (Koha catalog enhanced content)
45502.740.00	Computer Hardware	\$16,975	\$10,000	Plan to replace ten old computers (more than 5 years old) \$650 each x 10 = \$6,500. Cost of new Wireless Access Points and installation costs \$1,635. Cost of new printer & scanners \$1,500.
45502.810.00	Water	\$200	\$200	No increase. \$125/month for Fire Protection, \$100/month for 2" meter, \$500 estimated water usage. Purchase bottled water from Poland Springs averages \$20/month. Hampstead water = \$2,800 Poland Springs = \$200/year
	Other New		\$1,000	Would like to add a line called "children's programs". Currently supported by Friend of the Library but the program has grown so much it is not sustainable for them. Will still depend on the friends for money but are proposing \$1,000 for this line to help with the costs.

P. Consentino made a motion to take the 2015 Library Budget under advisement for preliminary approval in the amount of \$422,548. Second: H. Morse. 2/0/0.

Cemeteries – Bill Innes

Mr. Innes presented the 2015 Cemetery Budget in the amount of \$46,452 and made comments on the following budget lines:

Account No.	Description	2014 Budget	2015 Budget	Comments
41951.110.00	Wages	\$10,315	\$11,730	Wages have gone up, based on salary increases
41951.220.00	Fica	\$640	\$727	Based on salary increases
41951.225.00	Medicare	\$150	\$170	Based on salary increases

P. Consentino made a motion to take the 2015 Cemetery Budget under advisement for preliminary approval in the amount of \$46,452. Second: H. Morse. 2/0/0.

Moderator – Bill Innes

Mr. Innes presented the 2015 Moderator Budget in the amount of \$6,652 and explained the entire budget is down by \$3,975 on account of a reduction in salaries and printing required to do the work.

P. Consentino made a motion to take the 2015 Moderator Budget under advisement for preliminary approval in the amount of \$6,652. Second: H. Morse. 2/0/0.

Election Administration – Bill Innes

Mr. Innes presented the 2015 Election Administration Budget in the amount of \$1,648 and explained the entire budget is down by \$2,902.

P. Consentino made a motion to take the 2015 Election Administration Budget under advisement for preliminary approval in the amount of \$1,648. Second: H. Morse. 2/0/0.

Executive – Bill Innes

Mr. Innes presented the 2015 Executive Budget in the amount of \$201,592 and made comments on the following budget lines:

Account No.	Description	2014 Budget	2015 Budget	Comments
41301.130.00	Selectmen's Salaries	\$10,400	\$14,500	Increased to cover the change from 3 Selectmen to 5 Selectmen
41301.550.00	Printing/Town Reports	\$4,725	\$6,500	Increase in printing
41301.860.00	Public Notices	\$3,500	\$4,500	More public notices required
41302.110.01	Town Administrator	\$77,530	\$96,913	Increased to cover Mr. Innes' replacement when he retires at the end of next year
41302.210.00	Health Insurance	\$1	\$4,080	Mr. Innes will adjust for a family plan to cover the cost in the event his replacement chooses a family plan.
41304.110.00	Planning Assistant	\$13,260	\$23,948	Increased to cover Sue's replacement.
41304.220.00	Fica	\$806	\$1,485	Adjusted for increase in Planning Assistant
41304.225.00	Medicare	\$189	\$347	Adjusted for increase in Planning Assistant
41307.850.00	Education-Conf	50	0	Not carrying this line over

P. Consentino made a motion to take the 2015 Executive Budget under advisement for preliminary approval in the amount of \$201,592. Second: H. Morse. 2/0/0.

Accounting and Financial – Bill Innes

Mr. Innes presented the 2015 Accounting and Financial Budget in the amount of \$80,677 and made comments on the following budget lines:

Account No.	Description	2014 Budget	2015 Budget	Comments
41501.110.00	Bookkeeper	\$56,059	\$45,760	Sandra is retiring. Replacement is coming in at a lower salary.
41501.120.00	Asst. Bookkeeper	\$1,500	\$1,500	Looking for someone to replace the current Asst Bookkeeper.

P. Consentino made a motion to take the 2015 Accounting and Financial Budget under advisement for preliminary approval in the amount of \$80,677. Second: H. Morse. 2/0/0.

Assessing – Bill Innes

Mr. Innes presented the 2015 Assessing Budget in the amount of \$117,945 and made comments on the following budget lines:

Account No.	Description	2014 Budget	2015 Budget	Comments
41503.110.00	Assessing Clerk/BOS Clerk	\$34,773	\$46,280	Will be moved over to the Town Administrators Budget on the 1 st of the year
41503.390.00	Assessor-Other Prof Services	\$37,034	\$41,000	Contracted

P. Consentino made a motion to take the 2015 Assessing Budget under advisement for preliminary approval in the amount of \$117,945. Second: H. Morse. 2/0/0.

Treasury – Bill Innes

Mr. Innes presented the 2015 Treasury Budget in the amount of \$5,120 and made comments on the following budget lines:

Account No.	Description	2014 Budget	2015 Budget	Comments
41505.110.00	Assistant Treasurer	\$1,200	\$1,700	Will put in warrant article to reflect salary
41505.130.00	Treasurer	\$2,000	\$2,500	Will put in warrant article to reflect salary
41505.340.00	Bank Services/FAX	\$50	\$444	Bank fees

P. Consentino made a motion to take the 2015 Treasury Budget under advisement for preliminary approval in the amount of \$5,120. Second: H. Morse. 2/0/0.

Legal Services – Bill Innes

Mr. Innes presented the 2015 Legal Services Budget in the amount of \$29,020 and made comments on the following budget lines:

Account No.	Description	2014 Budget	2015 Budget	Comments
41531.390.00	Other Professional Services	\$7,500	\$20	Discussion centered on expected legal costs for 2015. Selectmen agreed that \$10,000 should cover this expense

P. Consentino made a motion to take the 2015 Legal Services Budget under advisement for preliminary approval in the amount of \$39,000. Second: H. Morse. 2/0/0.

Personnel Admin – Bill Innes

Mr. Innes presented the 2015 Personnel Admin Budget in the amount of \$56,000 and made comments on the following budget lines:

Account No.	Description	2014 Budget	2015 Budget	Comments
41552.250.00	Unemployment Comp	\$9,634	\$7,000	Down due to usage
41552.260.00	Worker’s Comp	\$38,500	\$48,000	This number is sent to Mr. Innes and is a pool
41552.290.00	Sick Leave Bank	\$1,000	\$1,000	There in case it is needed

P. Consentino made a motion to take the 2015 Personnel Admin Budget under advisement for preliminary approval in the amount of \$56,000. Second: H. Morse. 2/0/0.

Other Insurance – Bill Innes

Mr. Innes presented the 2015 Other Insurance budget as level funded in the amount of \$62,200.

P. Consentino made a motion to take the 2015 Other Insurance Budget under advisement for preliminary approval in the amount of \$6,200. Second: H. Morse. 2/0/0.

Health Admin – Bill Innes

Mr. Innes presented the 2015 Health Admin Budget in the amount of \$6,223 and made comments on the following budget lines:

Account No.	Description	2014 Budget	2015 Budget	Comments
44111.110.00	Health Inspectors	\$3,500	\$5,500	Will over expend in 2014 primarily for septic systems. This line is revenue generating and is mostly a wash.

P. Consentino made a motion to take the 2015 Health Admin Budget under advisement for preliminary approval in the amount of \$6,6223. Second: H. Morse. 2/0/0.

General Assistance – Bill Innes

Mr. Innes presented the 2015 General Assistance budget as level funded in the amount of \$18,500 and explained the Town is obligated to provide general assistance based on one of the RSA's.

P. Consentino made a motion to take the 2015 General Assistance Budget under advisement for preliminary approval in the amount of \$18,500. Second: H. Morse. 2/0/0.

Health Agencies – Bill Innes

Mr. Innes presented the 2015 Health Agencies budget in the amount of \$42,423 populated with proposed numbers from the various agencies. Mr. Innes asked the Board of Selectmen to review and make decisions on the numbers. Selectmen will review.

P. Consentino made a motion to take the 2015 Health Agencies Budget under advisement for preliminary approval in the amount of \$42,423. Second: H. Morse. 2/0/0.

Long-Term Debt Principal – Bill Innes

Mr. Innes presented the 2015 Long-Term Debt Principal budget as level funded in the amount of \$85,000.

P. Consentino made a motion to recommend the 2015 Long-Term Debt - Principal budget (A/C# 40.47112.981.01) in the amount of \$85,000. Second: H. Morse. 2/0/0.

P. Consentino made a motion to recommend the 2015 Long-Term Debt - Interest budget (A/C#40.47211.981.01) in the amount of \$53,500. Second: H. Morse. 2/0/0.

Old Business:

Family Mediation Center Windows

Mr. Consentino inquired about the repair work being done to the Mediation Center windows and when it would be done. Mr. Innes explained there are eight panes of glass that are broken and need to be replaced, but the work has not been done yet.

Lion's Club Plaque

Mr. Consentino announced that the plaque for the Lion's Club, honoring the donation they made to support the repairs to the Dock at the Community Center, has been ordered.

Credit Card for the Town of Atkinson

Mr. Innes and Mr. Consentino will inquire about getting a credit card for the Town of Atkinson to use for instances when cash or credit is required.

New Business:

Select Date for Deliberative Session – January 31, 2015 through February 7, 2015

The Board of Selectmen set the Deliberative Session to be on January 31, 2015, at 10 AM in the Dyke Auditorium of the Atkinson Academy, with a snow date of February 7, 2015.

Woodlock Playground Structural Review

Mr. Innes will send out a Request for Quotations (RFQ) to evaluate and repair the Tyke Towers' playground equipment, to not only get recommendations on what needs to be done, but to find out what equipment is salvageable.

Atkinson 250 Anniversary Committee

Mr. Innes explained that Recreation would like permission from the Board of Selectmen to start a Committee to plan for Atkinson's 250th Anniversary. The Selectmen approved this request.

Family Mediation Oil Shed

Mr. Innes asked the Board of Selectmen for permission to hire Hantzis & Son Home Improvements to demolish and replace the Family Mediation oil tank shed in the amount of \$750.00.

P. Consentino made a motion to authorize Mr. Innes to hire Hantzis & Son Home Improvements to demolish and replace Family Mediation oil tank shed in the amount of \$750.00 and to have the oil tank inspected during this process. Second: H. Morse. 2/0/0.

Future Dates:

10/25/2014 – Household Hazardous Waste Day 9am – 12pm – Danville

10/27/2014 – Next Selectmen’s Regular Meeting 7:30pm

10/31/2014 – Trick or Treat 6pm – 8pm

11/1/2014 – Peddlers’ Market Community Center 9am to 3pm

11/11/2014 – Veteran’s Day Observation 9am – 11am

P. Consentino made a motion adjourn the Regular Meeting on Monday, October 20, 2014 at 10:19pm. Second: H. Morse. 2/0/0.

Respectfully Submitted,
Amanda Lueders

Philip V. Consentino

Harold J. Morse