

*Town of Atkinson  
Board of Selectmen  
Meeting Minutes  
October 27, 2014*

**W. Baldwin returned to the Regular Meeting of Monday, October 27, 2014 at 7:44pm in the Atkinson Town Hall and led all present in the Pledge of Allegiance.**

**Members Present:**

W. Baldwin, Chair  
P. Consentino  
H. Morse

**Others Present:**

K. Athanasiou, Chair, Technology Committee  
B. Innes, Town Administrator  
B. Snicer, Administrative Assistant  
T. Stewart, Road Agent

**Approval of Minutes:**

*10/20/2014 – Regular Meeting Minutes*

**P. Consentino made a motion to accept the minutes of Regular Meeting 10/20/2014 as submitted. Second: H. Morse. 2/0/1. W. Baldwin abstained from the motion.**

**Donation:**

*\$200.00 – Elder Assistance Expendable Trust Fund*

**P. Consentino made a motion to gratefully accept donations totaling an amount of \$200.00 to go into the Elder Assistance Expendable Trust Fund. Second: H. Morse. 2/0/1. W. Baldwin abstained from the motion.**

**Appearances:**

*Barbara Snicer – Setting the Tax Rate*

Ms. Snicer appeared before the Board of Selectmen to begin the process in setting the tax rate. Ms. Snicer presented a recommendation to buy down the \$.203 of the proposed tax rate to \$19.10, by using \$172,000 from the undesignated fund balance. This increase would result in a modest increase of \$20.00 per year on a \$200,000 home.

**P. Consentino made a motion to buy down \$.203 of the proposed tax rate \$19.10, by using \$172,000 of the undesignated fund balance. Second: H. Morse. 3/0/0.**

**Budget:**

*Technology Committee – Karl Athanasiou*

Mr. Athanasiou appeared before the Board of Selectmen to present the 2015 Computer Budget in the amount of \$87,458. Mr. Athanasiou explained the budget is down due to a large project that was completed last year which included replacing the town servers and an upgrade to the infrastructure. Hardware is up because of the addition of two new Selectmen in 2015, the replacement of some existing laptops, and the replacement of two systems in the Police Department. The New Projects line in the amount of \$2,000 is to replace the battery to the backup system. The annual contracts are all due in December, which may or may not leave some money left over.

**P. Consentino made a final motion to recommend the Computer Budget in the amount of \$87,458. Second: H. Morse. 3/0/0.**

**Highway Department – Ted Stewart**

Mr. Stewart appeared before the Board of Selectmen to present the 2015 Highway Department budget for the second time. Mr. Stewart had already presented this budget to the Selectmen, however presented a revised one to the Budget Committee. The revised budget included changes to the salary lines to account for raises subsequently approved by the Selectmen, and an additional \$16,500 in the truck lease line to cover the lease of a back hoe and 6 months of a truck lease. Mr. Innes and Mr. Stewart presented a cost comparison to the Board of Selectmen which included the comparison of leasing versus buying the equipment/truck. Discussion occurred concerning the different options and it was decided it would be best to put a lease line in the budget and put the purchase in the warrant article so that if the warrant article is approved, the lease line will come down. Mr. Innes and Mr. Stewart will make adjustments to the lease line and bring back to the Selectmen for discussion.

**Selectmen’s Proposed Budgets – All Departments/Committees**

The Board of Selectmen reviewed the following budgets:

Budget	Comments/Changes	Motion
<p><i>Executive</i></p> <p>40.41301-41307</p>	<ul style="list-style-type: none"> <li>• Bring Town Administrator’s Salary down \$10,000. Selectmen would prefer to allow \$10,000 instead of \$20,000 for Mr. Innes’ replacement.</li> <li>• Mr. Innes will adjust Fica, Medicare, and Retirement to match the salary line.</li> <li>• Office Supplies is going up due to the purchase of new chairs for the new Selectmen.</li> </ul>	<p><b>P. Consentino made a motion to recommend the Executive Budget as final in the amount of \$190,000, pending adjustments to Fica, Medicare, and Retirement. Second: H. Morse. 3/0/0.</b></p>
<p><i>Elections and Registration</i></p> <p>40.41401-41403</p>	<ul style="list-style-type: none"> <li>• Selectmen would like to remove the increase of 10 hours for the Assistant Clerk.</li> </ul>	<p><b>H. Morse made a motion to recommend the Elections and Registration Budget, minus the 10 hours for the Assistant Clerk. Second for discussion: P. Consentino. P. Consentino believes the Town Clerk’s office does need the extra 10 hours. 2/1/0. P. Consentino is against the motion.</b></p>
<p><i>Financial Administration</i></p> <p>40.41501-41509</p>		<p><b>P. Consentino made a motion to recommend the Finance and Registration Budget as final in the amount of \$306,908. Second: H. Morse. 3/0/0.</b></p> <p><b>P. Consentino made a motion to extend the auditing contract with Roberts &amp; Greene for an additional 3 years, pending funding approval. The cost for 2014’s audit will be \$12,800. Second: H. Morse. 3/0/0.</b></p>
<p><i>Personnel Admin</i></p> <p>40.41552</p>		<p><b>P. Consentino made a motion to recommend the Personnel Admin Budget in the amount of \$61,000. Second: H. Morse. 3/0/0.</b></p>
<p><i>Planning and Zoning</i></p> <p>40.41911-41913</p>		<p><b>H. Morse made a motion to recommend the Planning and Zoning Budget in the amount of \$23,603. Second: P. Consentino. 3/0/0.</b></p>

<p><i>General Gov't Buildings</i></p> <p>40.41941-41950</p>	<ul style="list-style-type: none"> <li>• Town Hall – Take out painting of the walls and boiler repair</li> <li>• Garage – Morse would like to see more information on the \$23,000 air cleaner before putting it in the budget. Cut painting in half to allow Teddy's guys to do it.</li> <li>• Police Dept – Teddy will put paving of driveway into his budget</li> <li>• Kimball House – Remove replacement of shutters</li> <li>• Community Center – Remove table room repair to allow for boy scout project</li> <li>• Family Mediation – Remove replacing windows and oil shed</li> <li>• East Road – Selectmen want flag to be lit up properly. Innes will look into low temp alarms for all buildings</li> </ul>	<p><b>No Motion was made to allow Mr. Innes the chance to put all the changes in order.</b></p>
<p><i>Cemetery</i></p> <p>40.41951</p>		<p><b>H. Morse made a motion to recommend the Cemetery Budget in the amount of \$46,452. Second: P. Consentino. 3/0/0.</b></p>
<p><i>Other Insurance</i></p> <p>40.41969</p>		<p><b>H. Morse made a motion to recommend the Other Insurance Budget in the amount of \$62,000. Second: P. Consentino. 3/0/0.</b></p>
<p><i>Police Department</i></p> <p>40.42101-42109</p>	<ul style="list-style-type: none"> <li>• Chief Brackett took portable sign for speed out – check to see if it can come out of the drug forfeiture fund</li> </ul>	<p><b>P. Consentino made a motion to recommend the Police Department Budget in the amount of \$946,362. Second: H. Morse. 3/0/0.</b></p>
<p><i>Elder Services</i></p> <p>40.42151</p>	<ul style="list-style-type: none"> <li>• Line 40.42151.635.00 should read 5 cars, not 4</li> </ul>	<p><b>H. Morse made a motion to recommend the Elder Services Budget in the amount of \$91,418. Second: P. Consentino. 3/0/0.</b></p>
<p><i>Ambulance</i></p> <p>40.42152</p>		<p><b>P. Consentino made a motion to recommend the Ambulance Budget in the amount of \$1.00. Second: H. Morse. 3/0/0.</b></p>
<p><i>Fire Department</i></p> <p>40.42201-42207</p>		<p><b>P. Consentino made a motion to recommend the Fire Department Budget in the amount of \$302,230. Second: H. Morse. 3/0/0.</b></p>
<p><i>Building Inspections</i></p> <p>40.42401</p>		<p><b>H. Morse made a motion to recommend the Building Inspections Budget in the amount of \$54,774. Second: P. Consentino. 3/0/0.</b></p>

Homeland Security	<ul style="list-style-type: none"> <li>• For 2016, Mr. Baldwin would like to work with the Fire Chief to acquire grant money to help support this budget</li> </ul>	<b>P. Consentino made a motion to recommend the Homeland Security Budget in the amount of \$650.00. Second: H. Morse. 3/0/0.</b>
-------------------	---	--

**\*\*Selectmen will be meeting on October 29<sup>th</sup> at 5pm to review the rest of the budgets.**

## **New Business:**

### ***Theme for Town Report***

Mr. Innes asked the Selectmen what the theme for the Town Report should be. The Selectmen all agreed the theme will be “How Your Local Government Works.”

### ***Employees – Budget Season***

Mr. Baldwin recognized all Town Employees for a job well done, especially during budget season, and how fortunate the Town of Atkinson is to have great services along with a low tax rate.

### ***Deliberative Session – 1/31/2015***

Mr. Baldwin reminded folks the importance of attending the Deliberative session scheduled on January 31, 2015 at 10am because it is a great opportunity to make your voice heard.

### ***Announcements***

Mr. Innes will post all announcements on cable and the website.

## **Future Dates:**

10/31/2014 – Trick or Treat 6pm – 8pm

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

11/11/2014 – Veteran’s Day Observance – Town Offices Closed

11/11/2014 – Veteran’s Day Observance 9am – 11am Fire Station

11/27/2014 -11/28/2014 – Thanksgiving Holiday – Town Offices Closed Thursday and Friday

12/4/2014 – Atkinson Country Club Tree Lighting 5:30pm – 8:00pm

1/31/2015 – Deliberative Session 10am Atkinson Academy

**P. Consentino made a motion adjourn the Regular Meeting and go into a non-public session under RSA-91 A:3 II(c) Reputation on Monday, October 27, 2014 at 10:17pm. Second: H. Morse. Roll Call Vote: P. Consentino: Yes, H. Morse: Yes, W. Baldwin: Yes.**

Respectfully Submitted,  
Amanda Lueders

---

William Baldwin, Chair

---

Phil Consentino

---

Harold Morse