

*Town of Atkinson  
Board of Selectmen  
Meeting Minutes  
November 3, 2014*

W. Baldwin returned to the Regular Meeting of Monday, November 3, 2014 at 7:57pm from a non-public session 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:**

B. Innes, Town Administrator  
T. Stewart, Road Agent  
D. Williams, ACTV

**Employee Promotion**

*Patrol Officer – Nathan Lyons*

P. Consentino made a motion to promote Officer Nathan Lyons from Patrol Officer to Sergeant to replace Sergeant Stephen Lundquist, effective November 17, 2014 at a rate of pay of \$28.11 per hour. Second: H. Morse. 3/0/0.

**Approval of Minutes:**

*10/27/2014 – Regular Meeting Minutes*

H. Morse made a motion to accept the minutes of Regular Meeting 10/27/2014, as amended. Second: P. Consentino. 3/0/0.

*10/27/2014 – Non-Public Meeting Minutes*

H. Morse made a motion to accept the minutes of non-public Meeting 10/27/2014, as amended. Second: P. Consentino. 3/0/0.

**Donation:**

*\$150.00 – Elder Assistance Expendable Trust Fund*

H. Morse made a motion to accept donations totaling an amount of \$150.00 to go into the Elder Assistance Expendable Trust Fund. Second: P. Consentino. 3/0/0.

**Appearances:**

*Dave Williams – ACTV Staffing*

Mr. Williams appeared before the Board of Selectmen to get approval to create an Assistant Coordinator position at the rate of pay of \$13.00 per hour for a total of 10 hours per week. This new position would serve as a back-up to Mr. Williams and would be responsible for some of the tasks Mr. Williams is unable to complete such as updating the bulletin board.

P. Consentino made a motion to allow Mr. Williams to hire an Assistant Coordinator effective January 1, 2015, at the rate of pay of \$13.00 per hour for a total of 10 hours per week increasing the staffing line in the ACTV budget by \$6,760 to \$19,800. Second: H. Morse. 3/0/0.

H. Morse made a motion to recommend the ACTV budget in the amount of \$56,252. Second: P. Consentino. 3/0/0.

### ***Ted Stewart – Highway Department***

Mr. Stewart appeared before the Board of Selectmen to continue the conversation regarding a truck lease and the purchase of a back hoe. Last week, the Board of Selectmen advised Mr. Innes and Mr. Stewart to look into the possibility of obtaining an interest rate lower than the 4.75% that Ford quoted. Mr. Innes met with TD Bank who has a current municipal lease with an interest rate of 2.5%. Per Mr. Baldwin, Mr. Innes and Mr. Stewart will obtain a few more quotes in order to adhere to the Town Policy on obtaining several quotes to find the lowest bid. Due to the low interest rate obtained, the Board of Selectmen agreed to put the back hoe on the warrant as a lease rather than a purchase and to leave the truck lease in the budget as is to allow room for change in the interest rate. The bottom line of the Highway Department will now be \$488,386.00.

**P. Consentino made a motion to recommend the Highway Department budget in the amount of \$488,386.00. Second: H. Morse. 3/0/0.**

## **Budgets**

### ***Election and Registration Budget***

Mr. Innes explained there was question around the Health Insurance line, which he has since modified. The Town Clerk will pay 5% for a family plan and the Assistant will pay 20% for a single plan. Based on these changes, the bottom line of the Election and Registration budget will be \$197,099.

**P. Consentino made a motion to recommend the Election and Registration budget in the amount of \$190,799.00. Second: H. Morse. 3/0/0.**

### ***Operating Budget***

Mr. Innes announced that the Selectmen's recommended Operating Budget is complete and will be sent to the Budget Committee on November 4.

## **New Business:**

### ***Credit Card Policy***

Mr. Innes explained he recently met with TD Bank and filled out an application to obtain five credit cards for the Town. The credit cards would be issued to the Police Department, Fire Department, Recreation, the Highway Department, and the Town Administrator. In anticipation of the application being approved, Mr. Innes created and presented a Credit Card Policy dated November 3, 2014 to the Selectmen for approval. The Selectmen made revisions to the document, which Mr. Innes will make and will bring a revised document to the next meeting for approval.

Discussion occurred around the timeliness of paying the credit card bill. In the past, staff did not turn their receipts into Sandra in a timely manner, therefore caused a delay in paying the bill. Mr. Innes explained the new policy clearly states the receipts need to be turned into the Bookkeeper within two business days of the purchase to avoid a delay in payment. The credit card will be taken away from anyone who does not adhere to the policy.

### ***Request to Extend Crack Sealing Bid***

Mr. Innes explained that in light of the fact no bids have yet been received for Crack Sealing. Mr. Stewart would like to extend the deadline for the bid to November 16, 2014.

**P. Consentino made a motion to extend the deadline for Crack Sealing bid to November 16, 2014 at noon. Second: H. Morse. 3/0/0.**

### ***November 10 BoS Meeting Cancelled***

Mr. Innes announced the November 10<sup>th</sup> BoS meeting has been cancelled. The next scheduled meeting will occur on November 17, 2014.

***Start of the BoS Meeting***

Mr. Consentino expressed concern about when the Board of Selectmen meetings start later than 7:30pm and made the suggestion to schedule Non-Public Meetings at 6:30pm instead of 7:00pm to allow enough time for discussion and for the BoS meeting to start on time. Mr. Consentino added that non-public issues needing only the Selectmen for discussion should take place after the Regular Meeting. Mr. Baldwin and Mr. Morse agreed with Mr. Consentino on this matter. Mr. Innes will begin scheduling Non-Public Meetings at 6:30pm.

***Pledge of Allegiance***

Mr. Consentino will begin coordinating a schedule for a Boy Scout to lead the Pledge of Allegiance each week at the Board of Selectmen's meeting.

**Future Dates:**

- 11/11/2014 – Veterans' Day Observation 9am – 11am Fire Station
- 11/11/2014 – Veterans' Day Town Offices Closed
- 11/15/2014 – AFD Turkey Raffle 7 PM Fire Station
- 11/17/2014 – Next Scheduled BoS Meeting
- 11/27/2014 -11/28/2014 – Thanksgiving Holiday – Town Offices Closed
- 12/4/2014 – Atkinson Country Club Tree Lighting 5:30pm – 8:00pm
- 1/21/2015 – First day to file for the candidates – last day is on January 30, 2015
- 1/31/2015 – Deliberative Session 10am Atkinson Academy

**P. Consentino made a motion adjourn the Regular Meeting on Monday, November 3, 2014 at 9:02pm.  
Second: H. Morse. 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