

*Town of Atkinson
Board of Selectmen
Meeting Minutes
February 9, 2015*

W. Baldwin opened the Regular Meeting of Monday, February 9, 2015 at 6:42 PM and led all those present in the Pledge of Allegiance.

Members Present:

W. Baldwin
H. Morse

Others Present:

A. Brackett, Police Chief
B. Innes, Town Administrator
M. Murphy, Fire Chief
G. O'Meara, Police Officer
T. Tombarello, County Commissioner

Motion to enter the non-public session made by: H. Morse; Second by: W. Baldwin; Vote: 2/0/0

Roll Call: P. Consentino – Absent

H. Morse – Yes

W. Baldwin – Yes

Specific exemption relied upon as foundation for the non-public session:
RSA 91-A:3II(a) – Employee

Entered non-public session at 6:43 PM

Re-entered the regular meeting at 7:15 PM

Discussion 1: Police Department Dispatcher

Mr. Innes explained that Chief Brackett would like to create a full-time Dispatcher/Administrative Assistant position, Monday through Friday 8:00am to 4:00pm to replace the current two part-time dispatcher positions. Chief Brackett plans to offer the position to a current employee at the rate of pay of \$17.84 per hour, which will increase to \$18.50 after a six month probation period with a successful evaluation.

H. Morse made a motion to allow Chief Brackett to create a full-time Dispatcher/Administrative Assistant position at the rate of pay of \$17.84 per hour, which after six month probation period and successful evaluation will increase to \$18.50 per hour. Second. W. Baldwin. 2/0/0.

Discussion 2: Part-time Police Officer Step Levels

Mr. Innes explained that, based on discussion with the Police Union, part-time Police Officers which were listed out for the Board of Selectmen, should be placed on their appropriate pay step levels effective January 1, 2015. The impact will be in the amount of approximately \$3,000.

H. Morse made a motion to place part-time Police Officers listed out by Mr. Innes at the appropriate step level, increases to effective January 1, 2015. Second. W. Baldwin. 2/0/0.

Discussion 3: Detail Fund used to Purchase a Police Car

Mr. Innes explained that Chief Brackett would like to use the money from the detail fund to purchase a new police vehicle. The cruiser that is replaced will move into the Elder Affairs Department and the Elder Affairs Department will sell/trade/auction one of their vehicles.

Appearance:

Gerald O'Meara Plaque

The Board of Selectmen and Chief Brackett presented a plaque to Police Officer, Gerald O'Meara who, after 19 years of service with the Town of Atkinson and 34 years of service with the Town of Salem, has made the decision to retire. Officer O'Meara was thanked for his hard work and dedication.

Tom Tombarello, County Commissioner

Mr. Tombarello appeared before the Board of Selectmen to explain the role of a County Commissioner. Mr. Tombarello has just been elected the Chairman of the Board and currently lives in Sandown. Mr. Tombarello described the role of a County Commissioner to be much like the role of a Selectman with a greater number of employees and a much larger budget. Mr. Tombarello went on to review the Rockingham County Commissioners 2015 budget proposal which reflects an increase of \$1,274,288 or a 1.6% increase. Mr. Tombarello highlighted the county nursing home and what a great facility it is and stated there are plans for possible expansion.

Approval of Consent Agenda:

2/2/2015 – Non-public Meeting Minutes

H. Morse made a motion to accept the minutes of Non-public Meeting 2/2/2015 as submitted. Second. W. Baldwin. 2/0/0.

1/14/2015 – Regular Meeting Minutes

H. Morse made a motion to accept the minutes of Regular Meeting 1/14/2015 as submitted. Second. W. Baldwin. 2/0/0.

1/31/2015 – Special Meeting Minutes

H. Morse made a motion to accept the minutes of Special Meeting 1/31/2015 as submitted. Second. W. Baldwin. 2/0/0.

Elder Assistance Donations - \$50

H. Morse made a motion to accept donations totaling an amount of \$50.00 to go into the Elder Assistance Trust Fund. Second. W. Baldwin. 2/0/0.

Abatement

Map/Lot	Address	\$	Rec.
19/67	15 Crystal Hill Road	\$160.44	Grant

H. Morse made a motion to grant an abatement for Map/lot 19/67; address: 15 Crystal Hill Road in the amount of \$160.44. Second. W. Baldwin. 2/0/0.

Old Business:

Personnel Policy – Update to Reimbursement Policy Approval

Mr. Innes presented an update to the Mileage Reimbursement Policy section 7.8.1.

H. Morse made a motion to approve the changes made to the mileage reimbursement policy section 7.8.1 which now reads “when authorized, a Town employee who utilizes a privately owned vehicle for official use on Town business will be reimbursed at the rate of \$.57 per mile, for actual miles traveled, documented travel from Town Hall. From 2/2/2015 forward, increases in the mileage reimbursement rate will be tied to the Federal Government Rate. The fare of all other means of transportation such as air travel, bus, etc., will be purchased by the Town unless an emergency prevents the advance purchase in

which case the employee will be reimbursed for reasonable expenses. Mileage payment rates at the discretion of the Board of Selectmen. Second. W. Baldwin. 2/0/0.

New Business:

Keach-Nordstrom Contract – Approval

Mr. Innes presented the contract from Keach-Nordstrom to the Board of Selectmen for approval.

H. Morse made a motion to accept the contract between the Town of Atkinson and Keach-Nordstrom Associates, Inc. dated January 1, 2015 for a period of two years. Second. W. Baldwin. 2/0/0.

Hire Assistant Road Agent

Mr. Innes updated the Board of Selectmen concerning the Assistant Road Agent: The position has been posted in three newspapers, for two runs each: The Carriage Towne News, the Eagle Tribune and the Union Leader. These also include a one-week posting on Monster.com. Mr. Stewart would like to advertise for seasonal help as well. Mr. Innes explained there has been a high turnover rate, which through exit interviews has learned it to be from low pay, part-time work, and no benefits. Mr. Innes will provide Mr. Baldwin with the job description for a laborer.

Police Dispatcher Job Description Update

Mr. Innes presented the job description for a Police Dispatcher/Administrative Assistant to the Board of Selectmen for approval.

H. Morse made a motion to accept the job description for a Police Dispatcher/Administrative Assistant position. Second. W. Baldwin. 2/0/0.

E-911 – Street Naming & Numbering – Next Steps

On behalf of the Highway Safety Committee, Chief Murphy and Mr. Innes asked the Board of Selectmen for approval to make the following address changes based on the E-911 Ordinance dated June 7, 2010:

Street	Numbers	Change
Lakeside Drive	20, 20A, and 20B	Not in compliance with the Town E-911 ordinance and the driveway should be made a named Town Way.
Stickney Road	12, 12A, 12B, 14, 18, 18A	Should be named a Town Way and numbered appropriately.
Stickney Road	13A, 11	13A should become #11, #11 should become #9. These will be the only numbers affected on the street.
Chase Island Road	10A – F	Not in compliance with the Town’s regulations and should be named a Town Way and numbered appropriately.
Palmer Road	16	Not in compliance with the Town’s regulations. Should be changed

		from 16 Palmer Road to 16 Hemlock Heights Road to fit the numbering sequence.
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Per the course of action checklist provided by E-911, Chief Murphy and Mr. Innes will approach the residents affected to get voluntary agreements to change. If no agreement is obtained, then Mr. Innes will schedule a public hearing.

H. Morse made a motion to allow the Highway Safety Committee to move forward with making the address changes as presented by attempting to obtain voluntary agreements by parties' affected otherwise hold a public hearing. Second. W. Baldwin. 2/0/0.

Snow Banks on Sawmill and Meditation Lane

Mr. Baldwin asked Mr. Innes to speak to the Road Agent about removing some of the snow from the snow banks at the corner of Sawmill and Meditation Lane because it is causing some hazard to the residents. Mr. Innes will also schedule a meeting with the Road Agent and the Selectmen to discuss snow removal.

Announcements:

Notice of Public Hearing on Articles of Agreement

Mr. Innes announced he has received a notice of public hearing on articles of agreement by the Timberlane Regional School Board scheduled for Thursday, February 26th at 7:00pm at the Performing Arts Center, 40 Greenough Road, Plaistow, NH and encouraged all residents to attend to let their voices be heard.

H. Morse made a motion to adjourn the Regular Meeting of February 9, 2015 at 9:05pm. Second. W. Baldwin. 2/0/0.

Future Dates:

- 2/14/2015 – Boston Wine Expo – For Reservations Contact Noriko @ 362-5531
- 3/10/2015 – Voting Day
- 4/11/2015 – Boy Scout Electronics Recycling Fundraiser Community Center 8:00 – 12:00

Respectfully Submitted,
Amanda Lueders

William Baldwin, Chair

Harold Morse