

*Town of Atkinson
Board of Selectmen
Meeting Minutes
April 20, 2015*

W. Baldwin opened the Regular Meeting of Monday, April 20, 2015 at 6:31pm and led all present in the Pledge of Allegiance.

Members Present:

W. Baldwin, Chair
P. Consentino
W. Friel
J. Grosky
H. Morse, Vice Chair

Others Present:

B. Innes, Town Administrator
T. Stewart, Road Agent

Moment of Silence

Rockingham Sheriff, Michael Downing

Mr. Baldwin initiated a moment of silence in memory of Rockingham Sherriff, Michael Downing, who passed away last week.

School Committee Budget Interviews

- Mr. Friel recused himself from the interviews/decision making
- Mr. Grosky announced for the record he has met Ms. Rochford through following her term on the Timberlane Budget Committee and that he knows Ms. Hammond through Timberlane Tornados
- Mr. Consentino announced for the record he has known Ms. Rochford for years
- Mr. Baldwin announced for the record he knows Ms. Rochford and the Hammond family

Catherine Rochford

Ms. Rochford appeared before the Board of Selectmen to begin an interview for a position on the Timberlane Budget Committee. Ms. Rochford began by stating she has lived in Atkinson for 15 years and is the parent of an 8th grade student attending the Timberlane Middle School. Ms. Rochford feels it is important to serve the community and has already done so by serving on the Zoning Board for 3 years and the Timberlane Budget Committee for 4 years. She left the Committee to go back to school to obtain her Legal Nurse Consultant Certificate. Ms. Rochford is a Registered Nurse and received her BSN at Pace University in New York and her MSN at Teachers/College/Columbia University in New York. She currently works as a Quality Manager at Philips Healthcare in Andover, MA. Ms. Rochford has taught at St. Ann’s, has been a Girl Scout Leader for the past 8 years, and is on the PTA at the Middle School. Ms. Rochford described the School Budget to be a bottom line budget and added there are many things that cannot be controlled such as insurance, special education, retirement, and contracts.

The following dialog occurred between the Board of Selectmen and Ms. Rochford:

Comment/Question	Ms. Rochford’s Response
Mr. Consentino explained he read through Ms. Rochford’s resume which was impressive and thorough and that she gave a great presentation.	
Mr. Morse asked what improvements could be made.	<ul style="list-style-type: none"> • The hard part is to go line by line to see how the school is spending the money. • The Committee has to look at the big picture and

Comment/Question	Ms. Rochford's Response
	<p>understand what the goals and objectives are.</p> <ul style="list-style-type: none"> • Warrants articles also have to be taken into consideration when thinking about a bottom line budget. • The number of students enrolled is decreasing, yet the number of special education students is decreasing. • The Committee also has to consider students who go outside of the district for special education. • It is difficult to cut the budget too early when there are not any real numbers. • The Committee always has to prepare for the worst and hope for the best.
<p>Mr. Morse asked whether or not Ms. Rochford noticed if the School Committee and/or the Superintendent returned any unspent money to the budget, during her time served on the School Budget Committee.</p>	<ul style="list-style-type: none"> • They return it and if they don't spend it, it just stays in the budget.
<p>Mr. Morse asked what the return percentage was.</p>	<ul style="list-style-type: none"> • Less than 10%
<p>Mr. Innes asked what happens when the money is returned.</p>	<ul style="list-style-type: none"> • The money goes back to the town. The fiscal year for the school district is July 1st – June 30th so the Budget Committee works 18 months in advance and tries to project the needs of the school district.
<p>Mr. Grosky asked what the greatest challenge was that she faced while serving on the School Budget Committee in the past.</p>	<ul style="list-style-type: none"> • Trying to educate the community on how the budget works.
<p>Mr. Grosky asked what the Budget Committee could do to make it so the different towns within the district are not pitted against each other.</p>	<ul style="list-style-type: none"> • You have to look at the history. All along, Atkinson and Plaistow have had the highest percentage because they have had the most students. Danville and Sandown had the lowest because they had the least amount of students. Since that scenario has changed, where Danville and Sandown now have the most students, their percentage of the Timberlane Operating Budget is increasing, but people have to remember that Atkinson and Plaistow paid when they were supposed to pay.
<p>Mr. Grosky asked if Ms. Rochford thought it may be time to change that formula even if it means Atkinson shares the changes and pays more.</p>	<ul style="list-style-type: none"> • The Committee needs to look at a fair and equitable solution to see what is best for each town. • I am there to represent Atkinson and what is best for our town and students.
<p>Mr. Grosky asked if Ms. Rochford sees any type of change in the funding formula that takes property values into account.</p>	<ul style="list-style-type: none"> • That is interesting because Atkinson property values are higher than Danville and Plaistow –so this will need to be discussed.

Comment/Question	Ms. Rochford's Response
Mr. Grosky asked if Ms. Rochford has attended the School Board's Public Hearings and/or Deliberative Sessions over the past year and whether or not there were any issues that have caught her attention or concerned her.	<ul style="list-style-type: none"> • Yes I did attend and one concerning thing was the breaking up of the redistribution of the tax bill. I think that now that Danville is paying more, they want things changed – that's why it is important to hear the history and the presentations before anyone can decide.
Mr. Grosky asked Ms. Rochford if she would be the type of committee member to go with the flow or if she would stand up for what she thinks is right if need be.	<ul style="list-style-type: none"> • Yes if I am strongly in disagreement, I will stand up for what I think/believe.
Mr. Baldwin asked about Ms. Rochford's position with Hewlett Packard and if she could elaborate on it.	<ul style="list-style-type: none"> • I worked in the field doing clinical education for hospitals. When new equipment was introduced in the hospital, I would go in and train and educate the staff on how to use the new equipment.
Mr. Baldwin asked what role Ms. Rochford believes a member of the School Budget Committee should have in the Capital Improvement Plan.	<ul style="list-style-type: none"> • If you look at the true charter for the School Budget Committee, it's only to focus on next year's school budget, but I believe the Budget Committee should have a voice in the Capital Improvement Plan.

Julie Hammond

Ms. Hammond appeared before the Board of Selectmen to begin an interview for a position on the Timberlane Budget Committee. Ms. Hammond began by stating she has been a resident of Atkinson for 12 years. She has a total of four children, two of which attend Atkinson Academy, one child at Timberlane Middle School, and one at Timberlane High School. Ms. Hammond stated she tries to be involved with the schools at all levels by volunteering and is also involved with the sports at the High School. Ms. Hammond is a graduate of Merrimack College where she earned a bachelor's degree in finance and has 15 years of experience in positions held in the banking and finance industry. Ms. Hammond believes her professional experience would make a big contribution to the School Budget Committee. In 2001, Ms. Hammond became a full-time mom, but since then she has served 6 years as a member of the Kimball Library Board of Trustees. Of that, for 3 years she served in an elected position as a Trustee and acted in the capacity as Treasurer for the Board of Trustees. She has continued to serve the past 3 years as an Alternate Trustee for the Library.

The following dialog occurred between the Board of Selectmen and Ms. Hammond:

Comment/Question	Ms. Hammond's Response
Mr. Consentino asked where Ms. Hammond stood on the issue of Danville trying to get Atkinson to pay more money.	I do not foresee myself being in favor of something like that or that it would ever be a fair thing to do.
Mr. Morse asked what Ms. Hammond thinks she can accomplish by being on the School Budget Committee.	Realistically, since the meetings do not start until September, and it would be short term, this position would give me the opportunity to get my feet wet and get the training needed so that next year I could run and hopefully get elected with all of that knowledge. In the meantime, I can be reviewing things and gearing up.
Mr. Grosky asked Ms. Hammond to elaborate on the	It was not an automated system when I first became the

Comment/Question	Ms. Hammond's Response
time she spent as the Treasurer for the library and what the system was for checks and balances and how the process changed to what it is now.	Treasurer. It was a hand written ledger and cash was counted by one person and deposited into the bank by that person. Coming from a banking background, I did not like the idea of being responsible for that, so I implemented a dual control system where there were always two people handling money so they were held accountable and signed off on each other. We then implemented a Quick Books system at the library in order to track everything such as donations, reconcile bank statements, and print reports. This system also assisted in the submission of the annual report to the town which was my responsibility as well.
Mr. Grosky asked about fines and donations and how much money was actually moving through the library.	Nowhere near the amount of the School Budget – it was only in the 100's.
Mr. Grosky asked if looking over a 4-year budget would mean anything to Ms. Hammond.	Yes – looking through prior years to see where the money has been going and talking to other members and looking to where there could be some improvements.
Mr. Morse asked what Ms. Hammond felt she needed to do to prep for the position.	I would meet with the Chair of the Committee to review some key points and believe there is a book available to do some self-training.
Mr. Baldwin commented on Ms. Hammond's professional background and asked if she felt her background in auditing would assist her in being on the Budget Committee.	I am very good with numbers and very detail oriented. In my professional experience, I had to pay close attention to different policies and procedures and during my analysis, make sure loan files were adhering to them. Decisions were made on whether or not the loan had to be downgraded.
Mr. Baldwin asked if Ms. Hammond thought she could pick up on hidden money if there was any.	Yes – I am very detail oriented and would pick up on any discrepancies.
Mr. Baldwin asked what role Ms. Hammond believes a member of the School Budget Committee should have in the Capital Improvement Plan	I realize this is something everyone wants to implement and I believe something like that should be put into place. There are things that need to be improved and addressed at some point in time.
Mr. Baldwin asked if Ms. Hammond has experience in bonds.	Yes.

Discussion - Interviews

Mr. Baldwin explained he would like to vote on which candidate is best for the position through a ballot system. Mr. Consentino stated he believes Ms. Rochford, along with her four years of experience on the Budget Committee and knowledge of the RSA's, would be the best candidate for the position. Mr. Morse stated he thought both candidates were great and that Ms. Hammond would bring a fresh set of eyes and that Ms. Rochford was very well versed and would do a great job for the town. Mr. Grosky stated he thought both candidates were great and have great backgrounds with lots of experience, but would be in favor of Ms. Hammond who has the background in finance and would be a fresh set of eyes.

The Board of Selectmen took a 15 minute recess.

Interviews - Vote

Mr. Baldwin initiated a ballot vote amongst the Board of Selectmen between Ms. Rochford and Ms. Hammond for the School Budget Committee position. Mr. Innes collected the ballots and read the results to be 3 votes for Ms. Hammond and 1 for Ms. Rochford. The Board of Selectmen congratulated Ms. Hammond and will send out a letter to the School Board.

Mr. Friel rejoined the meeting.

Approval of Consent Agenda:

- 3/6/2015 – Regular Meeting Minutes
- Donations – Elder Services Transportation - \$258
- Administrative Abatement

Map/Lot	Address	Rec.	\$
8/102	38 Meditation Lane	Grant	89.31

- Elder Exemption

Map/Lot	Address	Rec.	\$
15/8	24 East Road	Grant	100,000

- Veteran’s Tax Credit

Map/Lot	Address	Rec.	\$
13/96/17B	2 Henri Court	Grant	500

H. Morse made a motion to approve the Consent Agenda. Second. P. Consentino. 5/0/0.

Appearance:

Conflict of Interest Committee – Ray Fournier

Mr. Innes announced that Mr. Fournier made the decision to not appear before the Board of Selectmen. Mr. Grosky explained that as Liaison to the Conflict of Interest Committee, he attended one of their meetings this past week where Mr. Fournier apologized for going into a non-public session to discuss legal matters at their last meeting and that in the future, procedures will be followed. Per Mr. Fournier’s request, Mr. Grosky provided him with the reasons the Board of Selectmen asked him to appear before them. Mr. Grosky explained that Mr. Fournier informed his committee that he would not be coming to the Board of Selectmen’s meeting based on advice he received from Counsel. Mr. Fournier refused to elaborate on this advice to Mr. Grosky. Mr. Grosky explained that recently he expressed concern with the Conflict of Interest Committee violating the right-to-know law and using non-public sessions to discuss business that should be done out in the public’s view. A request was made by the Board of Selectmen to receive documentation from the Committee’s meetings since November and made it clear that if there was something exempt from the Selectmen, it could be stored in the Town Clerk’s office. This request could not be fulfilled because the Committee states the audio/documentation has already been deleted/destroyed. Mr. Grosky also stated that Mr. Fournier said the Committee did discuss issues in a non-public session that will not be in the minutes. Mr. Grosky went on to say that Mr. Fournier not showing up is an act of disrespect and that the Conflict of Interest Committee has gone astray. Mr. Grosky would like to make sure that if there is going to be a Conflict of Interest Committee in this town, it is acting on the up and up and not trying to target any particular person. Mr. Grosky went on to explain that the Conflict of Interest Committee only acts on complaints brought to their attention and how they could have handled those complaints much differently instead of threatening to bring legal action against the Board of Selectmen costing the tax

payers \$2,200. Mr. Grosky stated that the Conflict of Interest Committee cannot only scrutinize the subject of the complaint yet scrutinize whomever is complaining, whatever their bias is and whatever their finding is. Mr. Grosky went on to explain how it is incumbent for the Committee to make a finding just because someone makes a complaint and that they need to do a proper investigation before jumping to conclusions. Mr. Grosky continued by stating that the Conflict of Interest Committee rose complaints and on the top of it the most significant one that came across was wanting the Selectmen to remove Mr. Consentino from office under the threat of legal action, even though the Conflict of Interest Ordinance that the residents have passed have no provision that sets forth any type of process for that to happen. Mr. Grosky explained that the Committee has suggested that they solicit donations so the members may bring some type of legal action on behalf of the Committee, and its members have said they are willing to reach into their own pocket to bring some type of legal action. Mr. Grosky concluded by stating the town deserves better and so do the voters and it is his hope as a citizen and a Selectman that the Committee treat matters fairly going forward and scrutinize all ends of a complaint that come before them.

Discussion occurred around how to assure the integrity of the Conflict of Interest Committee going forward. It was discussed that the Board of Selectmen has no authority over the Conflict of Interest Committee – it is the voters that do. The Committee needs to be educated. Per Mr. Fournier’s email request, Mr. Innes will schedule a Conflict of Interest and Ethics for Local Official Seminar through the NH Municipal Association in June and invite the Committee and Department Heads. Mr. Innes will also look into inviting surrounding towns.

Old Business:

Planning Administrator Opening – Update

Mr. Innes explained he has received 9 résumés’ so far for this position. Mr. Innes asked the Board of Selectmen for approval to work with Ms. Killam on narrowing the résumés down to 3 candidates to interview and will try to schedule them to appear before the Board at the next meeting if possible. The Board of Selectmen agreed with this plan. Mr. Innes will look into whether or not these interviews should be done in a Non-Public Session.

New Business:

Highway Department – Approval to Hire Seasonal Employee

Mr. Stewart appeared before the Board of Selectmen for approval to hire Ronald Gale and Louis Ortiz as part-time seasonal Highway Department employees at the rate of pay of \$13.50 per hour pending a Criminal Background and Motor Vehicle Record checks. Mr. Morse recused himself from this discussion.

P. Consentino made a motion to allow Mr. Stewart to hire Ronald Gale and Louis Ortiz as part-time seasonal Highway Department employees at the rate of pay of \$13.50 per hour for no more than an average of 30 hours per week, pending satisfactory Criminal Background and Motor Vehicle Record checks. Second. J. Grosky. 4/0/1. H. Morse recused himself from the motion.

Mr. Morse rejoined the meeting.

Updated Salary Matrix – Overview and Discussion

Mr. Innes provided the Board of Selectmen with an updated wage and salary matrix. Mr. Innes created the matrix using averages of salaries provided in the NHMA survey. Mr. Baldwin would like the matrix reviewed every two years.

P. Consentino made a motion to approve the 2015 Wage and Salary Matrix as presented by Mr. Innes. Second. J. Grosky. 5/0/0.

Performance Management Process – Overview and Discussion

Mr. Innes explained he created a performance management process. The purpose of the process is to allow Department Heads to review current and past year performance of their staff and be able to document their

findings in order for the employee to see his or her success and/or areas for improvement. This process can also help employees understand their goals and set direction. The process will include a job description that can change to match the needs of the job as well as a rating schedule with 1 being excellent and 5 being unsatisfactory. Scores of a 1 or a 5 will require back-up materials. Discussion occurred around the Fire Department and whether or not the on-call fire fighters should have this type of review. Mr. Innes will follow up with Chief Murphy on this and will also ask other Department Heads what their current review process is. Discussion also occurred around who reviews the Town Administrator and Department Heads. Mr. Innes suggested for peer feedback to be included in these reviews. The Board of Selectmen agreed with that suggestion and asked Mr. Innes to write up that process.

Highway Department Back Hoe – Approval

Mr. Stewart appeared before the Board of Selectmen to present the following bids for the purchase of a back hoe with the recommendation to award the bid to Southworth – Milton CAT in the amount of \$84,500.

Company/Equipment	Contact	Bid	Interest Rate
Nortrax	David Chase 602-225-2769	\$89,596	7/4.5% 10/5.25% High bidder and high interest rate
Northland JBC	Chris Thomas 877-767-0665	\$83,500	5/3.1% 5 year lease - \$17,750/yr
Southworth – Milton CAT	Jeff Slade 603-746-4611	\$84,500	10/2% 7/2% 5/2% 5 year lease \$17,639/yr
Beuregard Equipment	Carol Beuregard	\$82,600	5/3.25% 5 year lease – 17,607/yr

**Warrant article first year payment was \$19,304. The backhoe will cost \$1,701 less than the budgeted amount per year.

Mr. Stewart will ask about a 10 year lease with Southworth-Milton CAT and Mr. Innes will ask the DRA is the warrant article can be pushed out to a 10 year lease. This topic will be brought back for discussion next week.

Playground Renovations

Mr. Innes explained that he put out an RFQ to 7 companies and received only 1 back, that from SAJ Renovations, LLC in the amount of \$8,500.00. Mr. Innes suggested paying for this by using the warrant article in the amount of \$5,000 and taking \$2,000 out of the Recreation Budget under contract labor line, and taking the remainder out of the Building Maintenance Budget. Mr. Innes will ask the DRA if that is ok to do. The estimate presented by Mr. Innes involved using pressure treated wood and has the potential to increase in the event the posts are embedded in concrete. The Board of Selectmen asked Mr. Innes to find out how much it will cost to use cedar and to ask Mr. Stewart to dig a hole next to the posts to determine whether or not they are embedded in concrete. This topic will be brought back for discussion next week.

Cost of Electricity

Two years ago, Mr. Innes locked the town in at a rate of 7.184 cents per kilowatt hour through ENH. Since then, Unitil’s rate spiked up to about 15 cents per kilowatt, therefore this change saved the town quite a bit of money. The current contract will run out around July, so Mr. Innes asked the Board of Selectmen for permission to begin making phone calls to electricity companies to obtain quotes that the town can lock into again. The Board of Selectmen approved this request. Mr. Innes will begin making phone calls to resources provided on the Unitil website.

Property Liability Trust Insurance – New Provider Required July 1, 2016

Mr. Innes reported that Property Liability Trust will be going out of business and not providing liability, unemployment compensation and workers' compensation insurances to the town effective July 1, 2016. Mr. Innes will start looking for a replacement.

Mosquito Control Activities Starting

Mr. Innes announced that the Municipal Pest Management Services will be beginning mosquito control activities in town, which will include setting traps and testing. Mr. Innes encouraged residents to remove standing water on their property.

Mold Issue at the Community Center

Mr. Innes explained there is a mold issue at the Community Center in one of the storage rooms where an old bathroom used to be. Mr. Innes received a quote in the amount of \$1,000 to remove the mold. The Board of Selectmen would like to not exceed \$500 for this job and advised Mr. Innes to proceed only if he can get the price down to no more than \$500.

Desks

Mr. Innes explained all new desk tops are being brought in which will look like one big desk top.

Town Administrator's Position

Mr. Innes plans to retire in 8 months. The Board of Selectmen would like to start looking to replace this position in June so there is a 1-2 month overlap. Mr. Consentino will work with Mr. Innes on creating a job posting. Mr. Innes expressed concern with the number of employees leaving over the next two years because these employees hold a huge amount of knowledge for the town.

RSA Search

Mr. Friel asked Mr. Innes to check if the town every adopted RSA 31:39C.

Selectmen Agenda

Mr. Grosky expressed gratitude for the meeting agenda being posted to the website and on TV.

Local Project

Mr. Grosky introduced members of the audience, Grace Sterniello along with her father Frank Sterniello. Ms. Sterniello is a student at PMA currently doing a project on local government.

Announcements:

Edwards Twins

Mr. Consentino announced that the Edwards Twins will be performing on Saturday, May 16th at 7:00pm. A silent auction will be preceding the event beginning at 5:30pm. This event is sponsored by the Lions Club.

Future Dates:

4/20/2015 – Woodlock Park reopens

4/25 – 5/2/2015 – Town Beautification Week Community Center

5/2/2015 – Fishing Derby Community Center Registration 7:30am – Children to age 12

5/4/2015 – Sun n Fun Registration begins

5/6/2015 – Wellness Lecture: Summer Health Community Center 10am

5/7/2015 – Hat Decorating Community center 10am – Pre-registration required

5/8/2015 – Senior Kentucky Derby Party Community Center 12 Noon – Ladies should wear a hat, gentlemen should wear a tie – Pre-registration required

5/14/2015 – New England Carousel Museum – Bristol, CT – 9am – 5pm - \$40 – pre-registration required

P. Consentino made a motion to adjourn the Regular Meeting on April 20, 2015 at 9:25pm. Second. H. Morse. 5/0/0.

Respectfully Submitted,
Amanda Lueders

William Baldwin, Chair

Phil Consentino

William Friel

Jason Grosky

Harold Morse, Vice Chair