

*Town of Atkinson
Board of Selectmen
Meeting Minutes
May 4, 2015*

H. Morse opened the Regular Meeting of Monday, May 4, 2015 at 7:30pm and led all present in the pledge of allegiance.

Members Present:

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

Others Present:

A. Brackett, Police Chief, Police Department
J. Consentino, Police Department Retiree
B. Innes, Town Administrator
N. Travers, Recreation Committee

Roll Call

H. Morse initiated a roll call

Members present: P. Consentino, W. Friel, J. Grosky, and H. Morse

Members present via teleconference: W. Baldwin

Approval of Consent Agenda:

- 4/27/2015 – Regular Meeting Minutes
- Abatement:

Map/Lot	Address	\$	Recommendation:
Map 13/Lot 18	4 Bittersweet Lane	\$678.05 plus interest	Grant

P. Consentino made a motion to approve the consent agenda. Second. J. Grosky. Roll Call Vote: W. Baldwin: Yes, P. Consentino: Yes, J. Grosky: Yes, W. Friel: Yes, H. Morse: Yes.

Award Presentation:

Retirement Plaque Presentation – Joanne Consentino

Chief Brackett appeared before the Board of Selectmen to present a plaque to Joanne Consentino for 37 years of service. Ms. Consentino retired at the beginning of 2015. The Board of Selectmen also presented a gift to Ms. Consentino and thanked her for her many years of service to the town.

Appearance:

Conservation Committee - Tim Dziechowski

Mr. Dziechowski appeared before the Board of Selectmen to ask permission for the Road Agent to clear an entrance to the Marshall Town Forest. Mr. Dziechowski submitted a lot line change plan (D-38754) to the Selectmen as a reference, with the new entry shown as “Parcel D”. The current owner of the abutting parcel is planning to do some grading there, so the Conservation Committee would like to clear a trail entrance to the town’s backland before the entry becomes too overgrown. Money can be taken out of the town forestry fund to complete this job.

J. Grosky made a motion to authorize the Road Agent to clear an entrance to the Marshall Town Forest per Mr. Dziechowski’s request and the proposed lot line adjustment plan (D-38754, Parcel D), cost to come from the Forestry fund. Second. P. Consentino. Roll Call Vote: W. Baldwin: Yes, P. Consentino: Yes, J. Grosky: Yes, W. Friel: Yes, H. Morse: Yes.

Old Business:

Volunteer Service Agreement – Approval

Mr. Innes presented the Board of Selectmen with a volunteer service agreement created by the town and approved by the DOJ in 2008. Mr. Morse made a minor change on page 2 of the document. This application would be completed by an individual filling a non-paid, volunteer position for the town.

J. Grosky made a motion to accept the volunteer service agreement presented by Mr. Innes as amended. Second. W. Friel. Roll Call Vote: W. Baldwin: Yes, P. Consentino: No, J. Grosky: Yes, W. Friel: Yes, H. Morse: Yes.

Backhoe Discussion

Mr. Innes explained that the cost of the backhoe with a 10-year lease and the coupler exceeds the warrant article by \$3,970. The DRA said the Board of Selectmen could transfer money from elsewhere in the budget to cover the cost of the coupler. Mr. Innes presented the Board of Selectmen with the following options:

1. Don't buy the coupler;
2. Continue with a 10-year lease and buy the coupler with money (\$3,970) from the Operating budget;
3. Change to a 5-year lease with the coupler at a cost of \$18,471/year or a total cost of \$92,355 (all costs covered by the warrant article)
4. Any other suggestions

Discussion occurred around how tight the budget is this year and that it may not be the best choice to pull \$3,970 out of it to cover the cost of the coupler.

W. Friel made a motion to rescind the motion from last week which was to award the bid to Southworth-Milton CAT for a 10-year lease along with the cost of the coupler. Second. P. Consentino. Roll Call Vote: W. Baldwin: Yes, P. Consentino: Yes, J. Grosky: abstained, W. Friel: Yes, H. Morse: Yes.

W. Friel made a motion to go with option 3 and award the backhoe bid to Southworth Milton CAT for a 5-year lease along with the coupler at a cost of \$18,471/year for a total cost of \$92,355 all covered by the warrant article. Second. P. Consentino. Roll Call Vote: W. Baldwin: Yes, P. Consentino: Yes, J. Grosky: No, W. Friel: Yes, H. Morse: Yes.

Conflict of Interest Seminar

Mr. Innes announced the Conflict of Interest Seminar will be held on June 22nd at 7pm at the Community Center. Mr. Innes will work on inviting other towns.

Town Administrator Search

Mr. Innes announced he has received two estimates from MRI on the search for a Town Administrator. One search which involves a citizen's committee costs approximately \$12,000 - \$14,000. The second choice, without the committee costs approximately \$6,500. The search takes about 90 days and includes advertising, collecting resumes, rating, phone interviews, and background checks. The top 3-4 candidates get presented to the Board of Selectmen. The goal is to have someone in by late October. This can be put out for bid. Per the Board of Selectmen's request, Mr. Innes will call NHMA to see if they provide this service as well.

Woodlock Park Playground

Mr. Innes explained the manufacturer's cost to purchase and ship Douglas Fir posts for the Woodlock Park Playground will be in the amount of \$14,000. Mr. Innes also obtained a quote from Feuer Lumber in the amount of \$1,400, not including installation. Mr. Innes will call SAJ and determine the additional cost to install Douglas fir vs. pressure treated southern yellow pine and report back to the board.

Reimbursement from FEMA

Mr. Baldwin inquired about the application to FEMA and whether or not that was submitted yet. Mr. Innes explained that Mr. Stewart submitted the application last Friday.

Air Quality at the Police Station

Mr. Consentino asked if anything from the check list has been completed yet. Mr. Innes explained he has not had time to address this yet, but the plan is to hire a ceiling company to remove the tiles, then a cleaning company to clean the area thoroughly. After the area is clean, the ceiling company will install brand new ceiling tiles.

Building Inspections

Mr. Innes explained that he will be beginning building inspections on Tuesday, May 5th and will call Mr. Morse in the morning to see if he can join him.

Energy Audit

Mr. Innes announced he has someone from Unitil coming on Tuesday, May 5th to discuss updating the energy audit performed in 2010 and to help the Town procure grants from Unitil to help reduce the Town's energy costs.

Planning and Zoning Director Position

Mr. Grosky expressed concern that the Board of Selectmen has been a bit indecisive and inconsistent in providing direction to Mr. Innes and Ms. Killam on how to proceed in finding a replacement for this position. At one point, Mr. Innes and Ms. Killam were told to narrow the resumes received for this position down to 3 candidates for the Board of Selectmen to interview. Mr. Innes and Ms. Killam were then told to send all the resumes to the Board of Selectmen. Mr. Grosky would like to establish clear, consistent direction for Mr. Innes and Ms. Killam on how to proceed with this task.

J. Grosky made a motion to only consider the 9 resumes received thus far for the Planning and Zoning Director position. Second. P. Consentino. Roll Call Vote: W. Baldwin: Yes, P. Consentino: Yes, J. Grosky: Yes, W. Friel: Yes, H. Morse: Yes.

J. Grosky made a motion to allow Mr. Friel, Mr. Innes, and Ms. Killam to narrow the 9 resumes down to 3 candidates for the Board of Selectmen to interview. Second. P. Consentino. Roll Call Vote: W. Baldwin: Yes, P. Consentino: Yes, J. Grosky: Yes, W. Friel: Yes, H. Morse: Yes.

J. Grosky made a motion to interview 3 candidates in public for the Planning and Zoning Director position. Second for discussion. Discussion: W. Friel – W. Friel made a motion to amend this motion to say you can interview in public, but without cameras rolling. Roll Call Vote: W. Baldwin: Yes, P. Consentino: Yes, J. Grosky: Yes, W. Friel: Yes, H. Morse: Yes.

On the original motion to interview in public: Roll Call Vote: W. Baldwin: Yes, P. Consentino: Yes, J. Grosky: Yes, W. Friel: Yes, H. Morse: Yes

Mr. Innes will attempt to set up the interviews at the next Board of Selectmen's meeting; otherwise will set them up for the following one.

P. Consentino made a motion to fund the Planning and Zoning Director position for up to 20 hours per week unless it comes before the Board of Selectmen to increase the hours. Second. W. Friel. Roll Call Vote: W. Baldwin: Yes, P. Consentino: Yes, J. Grosky: Yes, W. Friel: Yes, H. Morse: Yes.

Appearance:

Noriko Travers – Sun-n-Fun

Ms. Travers appeared before the Board of Selectmen with a list of 25 candidates for various positions at Sun-n-Fun. Ms. Travers asked the Board of Selectmen for approval to hire the 25 candidates pending successful background checks on anyone 18 years or older and two letters of recommendation, one from a non-relative, for applicants under 18 years of age..

J. Grosky made a motion to authorize Ms. Travers to hire the list of 25 candidates as presented, pending successful background checks on anyone 18 years or older and two letters of recommendation, one from a non-relative, for applicants under 18 years of age. Second. P. Consentino. Roll Call Vote: W. Baldwin: Yes, P. Consentino: Yes, J. Grosky: Yes, W. Friel: Yes, H. Morse: Yes.

New Business:

Announcement – Low and Moderate Homeowner Property Tax Relief Program

Mr. Innes announced that between the dates of May 1, 2015 and June 30, 2015, the DP-8 Low and Moderate Income Homeowners' Property Tax Relief forms are now available both on the town's website and the state website www.nh.gov and are available at the Town Hall.

Announcement – Renewal of a Discretionary Preservation Easement

Mr. Innes announced that the Board of Selectmen will hold a Public Hearing regarding the renewal of a Discretionary Preservation Easement at 37 Maple Avenue, Atkinson, NH on Monday, May 11th at 7:30pm in the Town Hall.

Study to Leave the Timberlane School District

Two letters were received by the Board of Selectmen regarding the town of Sandown performing a study on whether or not it would be beneficial to leave the Timberlane School District. Mr. Grosky will look into the details on this matter.

Mr. Baldwin left the meeting

Appointments:

2015 Committee Appointments

Mr. Innes read the through the following positions for the Board of Selectmen to approve:

Board/Committee	Candidate	Status	Term
Board of Adjustment (ZBA)	David Farris	Incumbent	3 years
	Mark Bernier	Alternate	3 years
Conservation Commission	Denise Legault	Incumbent	3 years
Elder Services Advisory Council	Linda S. Jette	Incumbent	3 years
Family Mediation Board	Debra L. DeSimone	Incumbent	1 year
	Robert J. DeSimone		1 year
Homeland Security Director	Michael Murphy	Incumbent	1 year
Deputy Homeland Security Director	Brian Collins	Recommended by Dept. Head	1 year
Alternate Library Trustees	Wendy Doughty	Recommended by Dept. Head	1 year
	Nina Gray	Incumbent and	1 year

Board/Committee	Candidate	Status	Term
		Recommended by Dept. Head	
	Julie Hammond	Incumbent and Recommended by Dept. Head	1 year
Recreation Commission	Stacey Marcotte		3 years
Technology Committee	Wendy Barker	Incumbent	3 years
American Disabilities Act Coordinator	Robert Jones	Incumbent	1 year
Building Inspector	Robert Jones	Incumbent	1 year
Code Enforcement Officer	James Kirsch	Incumbent	1 year
Assistant Code Enforcement Officer	Robert Jones	Incumbent	1 year
Electrical Inspector	Shane McKeen	Incumbent	1 year
	David A. Pallaria	Incumbent	1 year
Plumbing & Gas Inspector	Bill Ashford	Incumbent	1 year

J. Grosky made a motion to approve the candidates as presented by Mr. Innes effective April 27th. Second. W. Friel. 4/0/0.

Future Dates:

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

5/16/2015 – Household Hazardous Waste Day – Plaistow Recreation Field, 51 Old County Road, Plaistow, NH – 9am – 12pm.

W. Friel made a motion to adjourn the Regular Meeting on May 4, 2015 at 9:14pm. Second. J. Grosky. 4/0/0.

Respectfully Submitted,
Amanda Lueders

William Baldwin, Chair

Phil Consentino

William Friel

Jason Grosky

Harold Morse, Vice Chair