

*Town of Atkinson
Board of Selectmen
Meeting Minutes
May 18, 2015*

W. Baldwin returned to the Regular Meeting of Monday, May 18, 2015 at 7:35 PM and led all present in the pledge of allegiance.

Members Present:

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

Others Present:

B. Innes, Town Administrator
J. LoPizzo, Director Elder Services
S. Prudhomme, SAJ Renovations

Approval of Consent Agenda:

- 5/11/2015 – Workshop Meeting Minutes
- 5/11/2015 – Regular Meeting Minutes
- 5/11/2015 – Non-Public Meeting Minutes
- Donations
 - Elder Services Transportation - \$109.50
 - Elder Assistance - \$100
- Abatement:

Map/Lot	Address	\$	Recommendation:
Map 13/Lot 29-15	37 Winslow Drive	\$11.36	Grant

H. Morse made a motion to approve the consent agenda, however asked that Mr. Baldwin be listed as excused on the workshop minutes and non-public minutes. Second. P. Consentino. 4/0/1. W. Baldwin abstained from the motion.

Non-Public Meeting Motions

Planning Administrator Job

H. Morse made a motion to hire Sue Coppetta for the Planning Administrator Job at the rate of pay of \$18.00 per hour up to 20 hours per week with the hours being on Tuesday, Wednesday, and Thursday from 9:00am – 2:00pm. There will be a probationary period with reviews at 3 months, 6 months, 9 months, and 12 months. Second. P. Consentino. 3/0/2. W. Friel and P. Consentino abstained from the motion.

Town Administrator Position

J. Grosky made a motion to go forward with the process to seek out a replacement for the Town Administrator without hiring a search company. The plan will be to begin advertising on June 15th, cut off the collection of applications on August 14th, review applications on or about August 17th and set November 16, 2015 as a target start date for the new Town Administrator. Second. W. Friel. 5/0/0.

J. Grosky made a motion to create a 7-person review panel that consists of 2 Selectmen, the Fire Chief, the Police Chief, the Town Administrator, and 2 citizens with a business background and for the Board of Selectmen to narrow the applications received to a reasonable number to hand off to the review panel for

them to take those applicants and conduct interviews and make 3-5 recommendations to the Board of Selectmen. Second. H. Morse. 5/0/0.

Advertising for the Town Administrator Position

Mr. Innes will look into advertising for the Town Administrator position and get back to the Board of Selectmen with a breakdown of costs. He will also look into posting the position on social media.

Appearance:

Playground Repairs – Steve Prudhomme

Mr. Prudhomme from SAJ Renovations appeared before the Board of Selectmen to discuss repairs being done at the Woodlock Park Playground. Mr. Prudhomme explained that even though Douglas fir was the recommended lumber, it would not be his choice since it does not come as pressure treated and it will rot when put into the ground as bare wood. Mr. Prudhomme recommended using pressure treated southern pine lumber. Arsenic has been taken out of pressure treated wood, so would be safe in a playground. Mr. Friel expressed concern with using pressure treated wood due to the potential of kids getting splinters. Mr. Prudhomme said he would round off the edges and stain it with an oil based stain.

H. Morse made a motion to go back to the original quote through Mr. Prudhomme in the amount of \$8,500 and use pressure treated wood. Second. J. Grosky. 5/0/0.

Fundraising Through Automobile Donations – Jean LoPizzo

Ms. LoPizzo appeared before the Board of Selectmen to ask that a trust fund be created for the purpose of saving money for vehicle replacements within the Elder Services Department. Ms. LoPizzo went on to explain that the town has made a commitment to the Elder Services Program; therefore money should come out of the operating budget to replace vehicles. Per the Board of Selectmen, Ms. LoPizzo will write up the details for a vehicle replacement trust. The Board of Selectmen also explained to Ms. LoPizzo that money can be put into the operating budget, but has to be approved by the Budget Committee. The other option is to create a warrant article. Ms. LoPizzo would also like to create a mailing to send out to residents with updates on the Elder Services Department as well as to solicit donations. Residents are welcome to donate vehicles as well. Ms. LoPizzo will write up the vehicle replacement trust to present to the Board of Selectmen at a future date.

Old Business:

Appointments:

H. Morse made a motion to make the following appointments. Second. P. Consentino. 5/0/0.

Committee	Appointee	Term End
Board of Adjustment (Alternate)	Robert Conners	April 2018
Heritage Commission (Alternate)	Adele Dillon	April 2017
Planning Board	John Wolters	April 2018
Technology Committee	Russell Wolff	April 2016

New Hire for Filing

Mr. Innes explained that per the Board of Selectmen’s approval to seek out and hire a person to file documents that have been piled up in the Town Administrator’s office, he would like to hire Haley Richardson at a rate of pay of \$10.00 per hour for up to 120 hours. Ms. Richardson is Jean LoPizzo’s niece and is a college student.

J. Grosky made a motion to hire Haley Richardson as a part-time employee for the town at a rate of pay of \$10.00 per hour for up to 120 hours for the purpose of filing. Second. H. Morse. 5/0/0.

Conflict of Interest Meeting – June 22nd

Mr. Consentino asked whether or not the invitation has gone out yet to the surrounding towns for this meeting. Mr. Innes said it has not, but will work on it this week.

Eagle Scout

The Board of Selectmen thanked Eagle Scout, Steve Morin, for the great work he did for the town.

Radon System at the Police Station

Dave Weymouth will work on this when he returns from vacation. Mr. Innes never heard from the individual recommended by Mr. Consentino.

New Server for the Police Station

Mr. Innes explained that Wendy Barker is working on obtaining three quotes which he will bring before the Board of Selectmen at the next meeting.

Sandown Withdrawal Study Committee

Mr. Grosky provided an update on recent happenings pertaining to the Sandown Withdrawal Study Committee. The Committee met for the first time on Thursday, May 14th at the Timberlane Regional High School. The Committee is an eight person panel consisting of 1 Selectman from each town and 1 member of the School Board for each town. It was left open that the Committee could be expanded. At the meeting, there was good discussion as to who is responsible for what and for what Sandown should pay. Mr. Grosky took the position that Sandown should pay for everything pertaining to the withdrawal study.

Code Enforcement Officer

Mr. Consentino explained that he recently met with James Kirsch regarding his recent resignation and was able to resolve some issues and convince Mr. Kirsch to withdraw his resignation. Mr. Consentino asked the other Selectmen to accept Mr. Kirsch's withdrawal of resignation. Discussion occurred around the fact that the Board of Selectmen are the Code Enforcement Officers and that the Town Administrator is the liaison between them and the appointed Code Enforcement Officer. Discussion also occurred around setting guidelines and processes for the Code Enforcement Officer to follow and how important it is for the Code Enforcement Officer to be able to work with the Town Administrator. It was suggested that a workshop be scheduled between the Board of Selectmen and the Code Enforcement Officer to set guidelines and discuss issues.

P. Consentino made a motion to allow James Kirsch to withdraw his letter of resignation and for him to attend a workshop to review his job description, guidelines and outstanding issues. Second. W. Friel. 3/2/0. H. Morse and J. Grosky were opposed to the motion.

New Business:

Social Security Worker Exclusion for Election Workers

Mr. Innes explained he has received notice from the Department of Health and Human Services that as of January 1, 2015, the election worker exclusion limit was adjusted to \$1,600 annually. By modifying the election worker exclusion limit, further modifications are not required when the Social Security Administration adjusts the limit. Mr. Innes asked the Board of Selectmen to adopt this exclusion.

H. Morse made a motion to adopt the higher election worker exclusion of \$1,600 effective January 1, 2015 with no further action if SSA raises the threshold later. Second. P. Consentino. 5/0/0.

Donation Acceptance – Kimball House Shutters

Mr. Baldwin explained he received a letter from the Atkinson Historical Society that at its most recent meeting, the society voted to spend up to \$3,000 to purchase and install 20 pairs of shutters to the front and sides of the Kimball House as a donation to the Town of Atkinson.

H. Morse made a motion to approve the purchase and installation of 20 pairs of shutters for the front and sides of the Kimball House as a donation to the Town of Atkinson up to \$3,000 with a caveat that they are maintenance free to the tax payers. Second. P. Consentino. 5/0/0.

Town of Danville Request

Mr. Grosky explained that the Town of Danville has requested to review its impact fees and needs specific information from the School District in order to do that. The School District is claiming this information could be a violation of privacy rights. Mr. Grosky will work on drafting a letter to send to the School Board and to each Board of Selectmen within the district and give to Mr. Innes for review.

Welfare Training Session

Mr. Innes explained there is a training session being held on June 18th on the fundamentals of welfare. The cost is \$40.00 and Mr. Innes would like to attend the session.

W. Friel made a motion to support Mr. Innes in attending the welfare training session on June 18th in the amount of \$40.00. Second. H. Morse. 5/0/0.

Broken Wheel Chair

Mr. Innes explained there is a senior resident in town using a wheel chair and the battery has died. Segway Inc. of Bedford, NH offered to install the battery free of charge. The cost to buy the battery will be in the amount of \$139.47. Mr. Innes asked the Board of Selectmen for approval to take the amount out of the Elder Services Trust Fund.

H. Morse made a motion to allow Mr. Innes spend up to \$139.47 to buy a new battery for a wheel chair used by a senior resident in town and to take that money out of the Elder Services Trust fund. Second for Discussion. P. Consentino. Mr. Consentino asked Mr. Innes to look into Mobility and More out of Newburyport to see if the cost of the battery will be less expensive. 5/0/0.

RFP's for Television Station

Mr. Innes announced that there will be three RFP's sent out this week for the television station. The RFP's will be for the playback server, robotic cameras, and for updating the AV equipment at the Community Center. All money will come out of the Cable Capital Reserve Fund.

New Police Station

Discussion occurred around the past conversation brought forth by Chief Brackett on the idea of building a new police station. There are a couple of pieces of potential land in the area. There is a need for a Capital Improvement Committee. Per the Board of Selectmen, Mr. Innes will look into creating this Committee as well as creating a Building Needs Committee and will get in touch with Sue Killam and the Rockingham Planning Department for more information.

Future Dates: 6/30/2015 – Deadline for low/moderate property tax relief filing

W. Friel made a motion to adjourn the Regular Meeting of May 18, 2015 at 9:27. Second. H. Morse. 5/0/0.

Respectfully Submitted, Amanda Lueders

William Baldwin, Chair

Phil Consentino

William Friel

Jason Grosky

Harold Morse, Vice Chair

