

*Town of Atkinson
Board of Selectmen
Meeting Minutes
June 29, 2015*

W. Baldwin opened the Regular Meeting of Monday, June 29, 2015 at 7:30pm 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:

A. Brackett, Police Chief
B. Innes, Town Administrator
T. Fuller, Executive Director, Plaistow Community YMCA
N. Travers, Recreation

Approval of Consent Agenda:

- 6/15/2015 – Regular Meeting Minutes
- Donations
 - Elder Services Transportation Trust - \$250.00
 - Elder Assistance Trust - \$

H. Morse made a motion approve the Consent Agenda date June 29, 2015. Second. W. Friel. 5/0/0.

Appearances:

Tracy Fuller – Executive Director, Plaistow Community YMCA

Ms. Fuller appeared before the Board of Selectmen to provide a brief overview of the Plaistow Community YMCA. She began by presenting a 90 second infomercial and explained that the YMCA purchased the Rockingham Athletic Club in 2013. In December, 2013 there were 100 members. Today, there are 2,200 members of which 32% come from Plaistow and 14% come from Atkinson. Ms. Fuller describes the Plaistow YMCA as a safe place for kids to hang out, learn new things, and participate in sport camps and leagues. The YMCA provides financial assistance to families in need. This year the YMCA anticipates giving away over \$75,000 in assistance. The YMCA is funded by membership fees, federal funds, and donations. The Board of Selectmen encouraged all residents who haven't seen the Plaistow YMCA to go check it out.

Al Brackett – Police Chief

Chief Brackett appeared before the Board of Selectmen to discuss a few issues:

- Crossing Guard, Linda Hale has resigned and moved on to Plaistow where she is earning \$2.00 more per hours. Chief Brackett asked the Board of Selectmen for permission to increase the Crossing Guard pay to \$13.50 in order to offer a competitive rate for this position.

J. Grosky made a motion to authorize Chief Brackett to increase the hourly pay of the Crossing Guard Position to \$13.50 per hour. Second. P. Consentino. 5/0/0.

- Chief Brackett asked permission to attend the 2015 Annual International Chiefs of Police (IACP) conference and Expo in Chicago from October 24 – 27, 2015 for an amount of \$1,325. The money will come out of the Police Department Budget and/or the asset forfeiture fund.

P. Consentino made a motion to allow Chief Brackett to the 2015 Annual International Chiefs of Police (IACP) conference and Expo in Chicago from October 24 – 27, 2015 in the amount of \$1,324. Second. W. Friel. 5/0/0.

- Chief Brackett announced that police cruisers will be carrying Narcan along with the Fire Department because they are usually the first to respond in an emergency situation. Training will occur for Police Officers on administering Narcan.

Noriko Travers - Recreation

Ms. Travers appeared before the Board of Selectmen to ask permission to repair the tennis courts at Woodlock Park. She has received three quotes ranging between \$2,171 and \$13,000 and would like to award the bid to Vermont Tennis Courts in the amount of \$2,620 which includes installing a pickle ball court.

P. Consentino made a motion to authorize Ms. Travers to repair the tennis courts and add a pickle ball court using Vermont Tennis Courts in the amount of \$2,620. Second for Discussion. W. Friel. The Board of Selectmen would like to see the bids that Ms. Travers received in writing and moved the motion to a future agenda. 4/0/1. P. Consentino is against moving the motion.

Ms. Travers also announced that Sun n Fun is going well with 225 registrations. 195 campers attended the first day. There is still room for 10 more campers but registration will include a late fee. Two Counselors are pending a background check, but the insurance carrier said as long as they are not left alone with the children, it is acceptable.

Old Business:

Appointments

- Assistant Building Inspector – Michael Dorman
- Energy Commission – James Garrity

H. Morse made a motion to appoint Michael Dorman as Assistant Building Inspector for a term to end April 2016. Second. J. Grosky. 5/0/0.

H. Morse made a motion to appoint James Garrity to the Energy Commission for a term to end April 2018. Second. P. Consentino. 5/0/0.

ACTV RFP for Approval – Dave Williams

Mr. Innes presented the following bids to the Board of Selectmen on behalf of Dave Williams for the Community Center AV upgrade with the recommendation to award the bid to Access A/V in the amount of \$6,365. Mr. Williams has confirmed all pricing and money will be coming out of the cable capital reserve and is within the warrant article.

Company/Equipment	Quote	Warranty	Installation Included
Rule/Boston Camera	No Bid	-	-
Valley Communications Systems	No Bid	-	-
Access A/V	\$6,365	1 Year Parts & Labor	Yes

H. Morse made a motion to award the Community Center AV upgrade bid to Access A/V in the amount of \$6,365 per the recommendation of Dave Williams. Second. J. Grosky. 5/0/0.

Building Maintenance Update

Mr. Innes presented the building maintenance priorities for the 2015 budget to the Board of Selectmen. There are a total of 5 roofs in town needing repair. The first roof on the list is for the Family Mediation building where the back roof shingles are failing and have punctures. Mr. Innes has received the following quotes to repair the Family Mediation roof:

Company	Quote
Lambert Roofing	\$2,500
Hantzis and Son	\$2,750
SAJ	\$4,877

The Board of Selectmen instructed Mr. Innes to get quotes on membrane, vinyl, and TPO. Mr. Innes will bring these quotes to the next meeting.

Police Department Air Quality Update

Mr. Innes explained he recently had the air and water tested at the Town Hall. The air came back fine and the water test has not come back yet. He also had another air test completed at the Police Department. The company who performed the test believes the radon is coming from a hole in the utility room where pipes enter the building. Mr. Innes explained the recommendation is to seal the hole up, and perform another test. If the test comes back ok, then another test will be performed in 6 months. If that test comes back ok, then no radon mitigation is required, otherwise further action will be taken. Mr. Innes would like someone who specializes in this area to seal the hole which will cost around \$200.00. The Board of Selectmen agreed for Mr. Innes to proceed with this plan.

Town Administrator Search Update

Mr. Innes presented a calendar to the Board of Selectmen indicating the timeframe already discussed for the search and hire of a new Town Administrator. Mr. Innes has spoken with multiple towns and the NHMA for their recommendation on advertising for this position. The recommendations came back as advertising within the 5 New England NH Municipal Associations, LinkedIn, Career Builder, and possibly in the Union Leader. Mr. Friel will set up the account on LinkedIn and would like to hold off on advertising in the newspaper for now.

W. Friel made a motion to advertise for the Town Administrator’s position in the 5 New England NH Municipal Associations, LinkedIn and Career Builder. Second. J. Grosky. 5/0/0.

3-Way Stop Sign on Island Pond Road

Discussion occurred around next steps. Mr. Innes will engage a licensed Traffic Engineer on this matter.

Trash Pickup

Discussion occurred around the continued complaints. Mr. Consentino is in favor of finding a new trash company and passed around pictures taken recently of oil/hydraulic fluid leaked on the roads. Mr. Grosky does not feel there have been enough complaints to change vendors. Mr. Innes explained that per legal counsel, the Town is not in a position to change vendors. Per Mr. Friel’s motion on June 1, 2015, Mr. Innes will put the trash contract out for bid with the potential the town will be changing vendors.

Sandown Withdrawal Committee

Mr. Grosky gave an update on the Sandown Withdrawal Committee. Sandown is looking into what the cost would be to buy out of the school district. Discussion has also occurred around the process for taking back title to properties and bond documents. Even though Mr. Grosky voted against using tax payer money for this study, it appears as though some of the burden will fall on the tax payers. The next meeting will not occur for another four weeks.

New Business:

Fair Labor Standards Act Compliance

Mr. Innes explained that per the Fair Labor Standards Act “FLSA”, the town is required to pay overtime to non-exempt employees who work more than 40 hours in a seven day pay week. This includes employees who

exceed 40 hours by working two part-time jobs for the town. Discussion occurred around making the Assistant Road Agent an exempt employee but no decisions were made.

Personnel Policy and Procedures 7.1.1

Mr. Innes asked the Board of Selectmen to change section 7.1.1 of the Personnel Policy and Procedures Manual to comply with the request from the Federal Government to report hours on a bi-weekly basis.

H. Morse made a motion to change section 7.1.1 of the Personnel Policy and Procedures Manual to read “Full-Time and Part-Time town employees are paid on a weekly basis and part-time Police Officers on a bi-weekly basis. Part-time paid call firefighters, Town Inspectors, and Selectmen are paid monthly. The Town Treasurer and Assistant are paid quarterly. Payday is on Tuesdays for all hours worked during the preceding pay period. Please review your paycheck for errors. If you find a mistake, report it to the Town Office immediately. Paychecks will be distributed by Department Heads. Second. J. Grosky. 5/0/0.

Q2 End Budget Status

Mr. Innes gave a status update of the budget. As of Q2 2015, the budget has been spent by about 48%. The Highway Department is overspent by \$75,000, but will also be getting money back from FEMA to help cover it. There are some unanticipated maintenance costs on town roofs and the heating oil and electricity will be overspent. As of right now, Mr. Innes believes the town is at a reasonable place with the budget.

Future Dates:

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

7/1/2015 – NH hands free law is in affect - \$100 fine and state troopers are making it a point

7/28 & 8/14 – Movie Nights at Library Courtyard @ 8:00PM (Movies TBD)

7/30 – Senior Summer Luncheon 12:00 – 2:00 @ the Community Center

Mr. Morse made a motion to adjourn the Regular Meeting of June 29, 2015 at 9:30pm. Second. P. Consentino. 5/0/0.

Respectfully Submitted,
Amanda Lueders

William Baldwin, Chair

Phil Consentino

William Friel

Jason Grosky

Harold Morse, Vice Chair