

*Town of Atkinson
Board of Selectmen
Meeting Minutes
August 10, 2015*

7:00 PM – Open Regular Meeting

Interview of Paul D’Amore:

The Board asked Mr. D’Amore a series of questions regarding the work he currently performs. Mr. D’Amore stated that he is currently an assistant building inspector/code enforcement officer as well as owning PJ D’Amore construction. He stated that he is familiar with the RSA’s consistent with the COE position and comfortable performing the associated tasks. Mr. D’Amore stated that he is working towards, but has not completed, an ICC certification. Pay was discussed and determined to be \$17.92 per hour for a part time on call position averaging 5 hours per week. Mr. D’Amore stated that he would like to be hired for the CEO position.

Mr. D’Amore was thanked for coming in and left the meeting. In follow-on discussion the Selectmen decided to offer Mr. D’Amore the position at \$17.92 per hour with the caveat the he obtain his ICC certification within 90 days of hire. Mr. Innes will offer the job to Mr. D’Amore and, if accepted, send an offer letter to him stating the above.

The meeting was recessed at 7:22 PM and the Selectmen recessed the meeting until 7:30 PM

H. Morse returned to the Regular Meeting of Monday, August 10, 2015 at 7:30pm and led all present in the pledge of allegiance.

Members Present:

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

Members Absent:

W. Baldwin, Chair

Others Present:

B. Innes, Town Administrator
J. Rockwell, Fire Department Clerk
T. Stewart, Road Agent
M. Torris, Atkinson Resident

Recognition:

Mr. and Mrs. Clark

The Board of Selectmen presented a certificate of appreciation to Mr. and Mrs. Clark for all their hard work on the MBTA layover station project.

Approval of Consent Agenda:

- Minutes
 - 7/27/2015 – Regular Meeting
- Elderly Exemption
 - Map 13 Lot 96-17B 2 Henri Court Assessment reduced \$100,000 - Grant
- Donations
 - Elder Assistance Trust - \$535
 - Elder Services Transportation Trust - \$1,850

P. Consentino made a motion to accept the Consent Agenda of August 10, 2015. Second. J. Grosky. 4/0/0.

Hiring:

Code Enforcement Officer Position – Paul D’Amore

Earlier, in a workshop session, candidate Paul D’Amore was interviewed for the Code Enforcement Officer position.

W. Friel made a motion to offer the Code Enforcement Officer position to Paul D’Amore at a rate of pay of \$17.92 per hour with the caveat he obtains an ICC certification within 90 days. Second. P. Consentino 3/0/1. J. Grosky abstained from the motion.

Old Business:

Stop Signs at Westside Drive and Island Pond Road – E. Stewart, Road Agent

Mr. Stewart appeared before the Board of Selectmen to discuss recommendations made by Mr. Keach from Keach-Nordstrom Associates, Inc. on the intersection at Westside Drive and Island Pond Road. As a Traffic Engineer for the State of NH, Mr. Keach reviewed the information provided by the Rockingham Planning Department and examined the intersection. Per the obstructed view of the fence line and evergreen trees, Mr. Keach would support the town removing one stop sign from the intersection, at the point coming from Main Street to Route 111. Discussion occurred around enforcing the right-of-way by cutting back the evergreen trees, but Mr. Stewart explained there have been many discussions on this and the resident is against it, which is understandable since the property is closer to the right-of-way than most.

J. Grosky made a motion to hold a public hearing on this matter to take in the input of neighbors and abutters to the intersection. Second. P. Consentino. 4/0/0.

Mr. Innes will schedule the public hearing in one month and in the meantime make arrangements on notifying neighbors and abutters. Mr. Stewart will put up a sign at the intersection to announce the public hearing and an announcement will go on the town website and ACTV.

Water Project

Mr. Stewart informed the Board of Selectmen that the EPA sent in specs for doing a 150 foot edge drain on the side of Island Pond Road between the 3rd and 5th house. The EPA will manage this project and be responsible for the cost. The Police Department will not need to direct traffic the area during the construction. This will be handled by the Highway Department. The Board of Selectmen instructed Mr. Stewart to move forward with this project.

Bids

Mr. Stewart announced that work required in support of Highway Department bids has been completed.

New Tractor

Mr. Stewart will put lettering on the new tractor and put the Town Seal on it as the new truck when it arrives.

Performance Review Procedure

Mr. Innes explained that he has made changes to the Performance Review Procedure as recommended by the Board of Selectmen. The Selectmen asked Mr. Innes to make the following changes:

- The review process does not apply to elected officials
- Attach a second sheet for employees to comment after a review
- If a Department Director decides to use a modified version of the form, it will need to be approved by the Board of Selectmen

J. Grosky made a motion to approve the Town of Atkinson Performance Procedure effective August 10, 2015 with changes as described above. Second. P. Consentino. 4/0/0.

Tennis Court/Playground Update

Mr. Innes explained that the tennis courts have been repaired and came out great. There are now two pickle ball courts which do not affect people playing tennis. Mr. Morse asked Mr. Innes to have the plywood looked into and refreshed. Mr. Innes went on to explain that Property Liability Trust recently inspected the repairs done to the playground. Their feedback was that the Town did an excellent job and suggested the hooks on the swings be closed in a bit and to add more mulch on the ground bringing it to a 9” depth.

New Business:

Fire Department IT System – Moving to the Cloud

Mr. Rockwell appeared before the Board of Selectmen to present the following proposals from First Choice to allow the Fire Department to update its IT System in order to be in compliance with federal reporting requirements.

1. Install a new local server with an up-to-date Server Operating System in the amount of \$5,800
2. Install a new Fire Wall and Static IP service at the Fire Department to allow the use of the Town Hall Server via VPN at a cost of \$2,500. This option also requires the database software be moved to a cloud based server for an annual amount of \$1,740.

P. Consentino made a motion for the Fire Department to expend \$2,500 to install a new fire wall and static IP service and use the Town Hall Server via VPN and to allow the Fire Department to move their current database software to a cloud based server for an annual amount of \$1,740. Second. W. Friel. 4/0/0.

Recreation

Mr. Torris of 82 Providence Hill Road appeared before the Board of Selectmen to remind residents that today is the last day to register for youth soccer. Registration needs to be completed by midnight on the Timberlane Youth Soccer Website.

Sun n Fun

Mr. Consentino expressed how well he thought the sun n fun program was run and made the following motion:

P. Consentino made a motion to give Noriko Travers a bonus in the amount of \$500 for implementing and running the sun n fun program. No Second. Motion dies.

Mr. Grosky added that he thought the program was well run and that the wall approved by the Selectmen to paint came out great.

Town Garage Roof Replacement – Award

Mr. Innes presented the following bids to the Board of Selectmen for the replacement of the town garage roof with the recommendation to award the bid to A.J. Wood Construction in the amount of \$12,000.

Company	Contact	Bid	Comments
Lambert Roofing Co.	978-374-9224	\$12,500	Has done most of the roofing work in town – reliable, quality work.
A.J. Wood Construction	603-887-4468	\$12,000	\$1,000 extra for gutters and downspout on rear of building – excellent references
E. Gruimond	603-224-8367	\$22,244	

Construction, LLC			
Score Construction	603-260-5494	\$42,790	Rejected

W. Friel made a motion that if in fact the bid from A.J. Wood Construction meets the criteria of the RFP as requested, that we award the bid to A.J. Wood Construction in the amount of \$12,000. Second. J. Grosky. 3/0/1. P. Consentino abstained from the motion.

Communications Antenna Move/Replace – Town Garage

Topic tabled until the next meeting.

Fuel Cost Discussion

Mr. Innes made the recommendation to use the WEX Government Fleet Card Program for town employees to use to put gas in town vehicles. This would allow Town Employees the flexibility of using different gas stations. Transactions will be broken out by employee, by gas station on the WEX statement each month.

W. Friel made a motion to move forward with the WEX Program as presented by Mr. Innes for the flexibility of gas stations. Second for discussion. P. Consentino. Mr. Grosky confirmed the following: PD and Elderly Services use Mobil, Fire Department uses Sunoco because they offer diesel, and Road Agent uses a different one, so there would be no change for them. Mr. Innes will update gas prices on a monthly basis and send to Department Heads with a recommendation on which gas station to use. Transactions will be broken out on the WEX statement. All employees who use a town vehicle will be issued a credit card that can only be used at gas stations. 4/0/0.

Fund Balance Policy

Topic tabled until the next meeting.

Revised Cemetery Prices

Mr. Innes presented the following updates on cemetery pricing to the Board of Selectmen:

Lot Purchase Fees	
<i>Atkinson Resident Fees (Interment for residents age 70 +)</i>	
Single Lot	\$150.00
Double Lot	\$300.00
Quadruple Lot	\$600.00
<i>Atkinson Resident Fees (under 70 years of age)</i>	
Single Lot	\$300.00
Double Lot	\$600.00
Quadruple Lot	\$1,200.00
Lot Opening Fees	
<i>Grave Opening for Cremated Remains</i>	
Mon – Fri	\$300.00
Sat & Sun	\$500.00
<i>Grave Opening for Coffin</i>	
Mon – Fri	\$500.00
Sat & Sun	\$600.00

Social Security Refund – Update

Mr. Innes updated the Board of Selectmen that per an email from the Town Accountant, the amount the town will be claiming refunds for are: employees = \$22,839.16 Town of Atkinson = \$24,451.95.

Budget Expense Status

Mr. Innes explained the budget is currently 6% overspent. Unanticipated revenue will cover over expenditures from plowing and shoveling roofs. The budget is in good shape at this point.

Community Center Sign Issues

Mr. Morse explained he met with a couple of reps from the Forestry Society for Protection of NH Forests. The Community Center sign is not in line with the deed restrictions placed on the property. Mr. Consentino will follow up with Mr. Papparlardo on this issue.

Elder Services – Approval to Hire Replacement Driver

Mr. Innes explained the Elder Services Department would like to advertise for a replacement driver and a per diem driver. One of the current drivers is retiring. The Board of Selectmen approved this request.

Proposed Budget Meeting Schedule – Approval

Mr. Innes has created a proposed budget meeting schedule beginning on August 31st with the Police Department, Animal Control, Elder Services, and Cable and will continue every week thereafter until all departments are complete.

Accept Project Improvement Guarantees

Mr. Innes explained there are two Project Improvement Guarantees (PIGs) needing to be accepted by the Board of Selectmen.

J. Grosky made a motion to accept the Project Improvement Guarantee and Performance Bond in the amount of One Hundred Two Thousand Four Hundred Eighteen and 47/100 Dollars (\$102,418.47) from Mya Victoria, LLC for the site plan on Map 16, Lot 16, 15 Industrial Way. Second. W. Friel. 4/0/0.

J. Grosky made a motion to accept the Project Improvement Guarantee and Performance Bond in the amount of Sixty-six Thousand Nine Hundred Fifty-three and 04/100 Dollars (\$66,953.04) from Mya Victoria, LLC for the site plan on Map 16, Lot 55, 17 Industrial Way. Second. W. Friel. 4/0/0.

Mosquito Update

Mr. Innes gave an update that there have been no cases of WNV or EEE for both humans/animals in NH and Maine. There have been reports in Massachusetts and Vermont.

Golf Update

Mr. Grosky made public congratulations to Joe Leavitt for finishing 2nd in the Golf Amateurs tournament.

Sandown Withdrawal Committee Update

Mr. Grosky gave an update on the Sandown Withdrawal Committee. The Committee met last week. In the event Sandown leaves the School District, the District will hold Sandown responsible for reimbursing the three towns on money spent for construction projects, since 1999. 1999 was the year the 32 million Bond was obtained, and the year the district spent 8 million in improvements. The committee is looking to hold a meeting with the Sandown Selectmen. If this move goes forward, separation would not happen until 2017. Also, if Sandown leaves the district, they would be responsible for paying off their share of the bond.

Future Dates:

8/14 – Movie Night at Library Courtyard @8:00pm (movies TBD)

8/20 – Free Concert & Ice Cream Social – Kimball Library Courtyard 5:30pm

8/20 – Elder Services' Fundraiser Cookout – Kimball Library Courtyard

8/25 – Foxwoods Casino Day Trip – Leave Community Center 8am

Mr. Grosky made a motion to enter go into a non-public meeting under RSA 91-A:3 II(a) Compensation and (c) Reputation. Second. W. Friel. Roll Call Vote: W. Friel: Yes, J. Grosky: Yes, H. Morse: Yes, P. Consentino: Yes.

Specific exemption relied upon as foundation for the non-public session:

RSA 91-A:3II(a) – Employee Compensation

RSA 91-A:3II(c) – Reputation

Entered non-public meeting at 9:47 PM

The Board returned to the Regular Meeting at 10:14 PM.

Mr. Grosky made a motion to seal the minutes for the discussion regarding RSA 91-A:3 II(c) - “Reputation” for five (5) years, through August 9, 2020. Second. W. Friel. Roll Call Vote: W. Friel: Yes, J. Grosky: Yes, H. Morse: Yes, P. Consentino: Yes.

The meeting was adjourned at 10:15 PM.

Respectfully Submitted,
Amanda Lueders

William Baldwin, Chair

Phil Consentino

William Friel

Jason Grosky

Harold Morse, Vice Chair