

*Town of Atkinson
Board of Selectmen
Meeting Minutes
September 21, 2015*

W. Baldwin opened the Regular Meeting of Monday, September 21, 2015 at 7:30pm and led all present in the pledge of allegiance.

Members Present:

W. Baldwin, Chair
P. Consentino
W. Friel
J. Grosky

Members Absent:

H. Morse, Vice Chair

Others Present:

D. DeSimone, Tax Collector
K. Friel, Cemetery Trustee
M. Hureau, Sheriff, Rockingham County
B. Innes, Town Administrator
M. Murphy, Fire Chief
R. Patuto, Cemetery Trustee
K. Walsh, Lieutenant, Rockingham County Sherriff's Dept.

Approval of Consent Agenda:

- Minutes
 - 9/14/2015 – Regular Meeting Minutes
- Assessing
- Donations:
 - Elder Services Transportation Fund - \$275

J. Grosky made a motion to accept the Consent Agenda of September 21, 2015 with changes to the Regular Meeting Minutes of 9/14/2015. Second. P. Consentino. 3/0/1. W. Baldwin abstained from the motion.

Appearances:

Rockingham County Dispatch – Sheriff Hureau and Lieutenant Walsh

Mr. Baldwin recused himself from this discussion

Sheriff Hureau and Lieutenant Walsh appeared before the Board of Selectmen to provide an overview of the Rockingham County Dispatch service. The Rockingham County Sheriff's Office Administrative Services Division is comprised of three sections which include Dispatch, Information Technology (IT) and Radio Maintenance, all of which are overseen by Division Commander, Lt. Walsh. All three sections work cohesively to maintain emergency communication for the citizens of Rockingham County. The Dispatch Center is made up of 4 Dispatch Supervisors, 13 Dispatchers, and several on-call (part-time) dispatchers responsible for emergency communication for 25 Police Departments and 18 Fire/EMS agencies 24 hours a day, 7 days a week. The Dispatch Center uses a computer aided dispatching and records management program from Tritech Inc.'s Information Management Corporation (IMC). IMC Software allows for the sharing of information between emergency responders and dispatchers. When asked, both Sheriff Hureau and Lieutenant Walsh did not know the exact cost of the software and explained the downside to not having the software would be the loss of the ability to share information. The Rockingham Country Dispatch Center would be at no cost to the Town of Atkinson and would be able to provide service to both Police and Fire for whenever is needed. The Board of Selectmen will take this presentation under advisement. Mr. Innes will ask Chief Brackett to price out the IMC Software.

Mr. Baldwin returned to the meeting

Old Business:

Public Input Session

The Public Input Session on the Westside Drive/Island Pond intersection STOP signs will be held next Monday, September 28th at 7:30pm at the Town Hall. The Board of Selectmen will be taking input only and not responding to questions. Mr. Baldwin will write up a set of rules. The Regular Meeting scheduled on Monday, September 28th will begin at 6:30 pm.

Sandown Withdrawal Study Committee

Mr. Grosky explained the Sandown Withdrawal Study Committee meeting will be held on the evening of Tuesday, September 22nd. The Committee has been putting together a draft withdrawal plan. There is a preliminary date of Oct 13th at the PAC.

New Business:

Appointment – Energy Commission – Marie Torris – term to end April 2015

W. Friel made a motion to appoint Marie Torris to the Energy Commission for a term to end April 2015. Second. P. Consentino. 4/0/0.

Budget Presentations

Ambulance

Chief Murphy appeared before the Board of Selectmen and presented the 2016 Ambulance budget as level funded.

P. Consentino made a motion to take the Ambulance budget under preliminary approval in the amount of \$1 and as level funded. Second. W. Friel. 4/0/0.

Homeland Security

Chief Murphy also presented the 2016 Homeland Security budget as level funded.

P. Consentino made a motion to take the Homeland Security budget under preliminary approval in the amount of \$650 and as level funded. Second. W. Friel. 4/0/0.

Fire Department

Chief Murphy also presented the 2016 Fire Department budget and made comments to the following budget lines:

Account No.	Description	Budget	Proposed	Change	Reason for Change
42201.110.02	FD Officers/Other Personnel	127,335	127,335	0%	Even though it looks as though money has not been expended for previous year. Money needs to stay here due to the Fair Labor Act.
42201.110.03	FD Clerk	13,260	15,000	13.12%	Clerk is doing more work such as reporting, payroll and generating forms.
42201.341.00	Telephone	5,800	6,500	12.07%	Telephone lines are projected to go up.
42201.360.00	Cleaning Service	3,600	4,500	25.00%	Contract cleaning with the additional stripping of floors and

					cleaning department.
42201.410.00	Electricity	10,000	13,866	38.66%	Per increase advised by Mr. Innes.
42201.411.00	Heat	8,000	8,400	5.00%	Went with what was used last year.
42201.430.00	Hydrants/Water Contract	14,000	15,800	12.86%	Additional ones have been added and there is a fee associated with them.
42201.560.00	Dues/Subs/Memberships	1,000	1,500	50.00%	Dues have gone up
42201.625.00	Postage	300	250	-16.67%	Due to technology of today
42202.110.01	Truck Maintenance/Labor	1	1	0%	Place holder
42202.870.00	Uniforms	13,000	10,000	-23.08%	Caught up on this

P. Consentino made a motion to take the Fire Department budget under preliminary approval in the amount of \$308,640 with an increase of 2.12%. Second for discussion. J. Grosky. Mr. Grosky inquired about the Fair Labor Act and who would be overseeing the hours being put in by fire fighters. Chief Murphy explained the hours will be tracked and fire fighters will only be allowed to work upon being called in. 4/0/0.

Tax Collecting

Ms. DeSimone appeared before the Board of Selectmen to present the 2016 Tax Collecting budget and made comments to the following budget lines:

Account No.	Description	Budget	Proposed	Change	Reason for Change
41504.390.00	Other Professional Services	3,402	3,540	4.06%	There is an increase in the amount of filing and a very slight increase in the amount of money paid for lean research.
41504.625.00	Postage	3,748	3,800	1.39%	Increased usage

P. Consentino made a motion to take the Tax Collecting budget under preliminary approval in the amount of \$43,645 with an increase of 0.44%. Second. J. Grosky. 4/0/0.

Cemetery

Mr. Friel recused himself from this discussion

Ms. Friel and Mr. Patuto appeared before the Board of Selectmen to present the 2016 Cemetery budget and explained the budget has gone up because the cemetery is running out of space and the town is obligated by law to provide enough spaces to residents, alive or deceased. Comments were made to the following budget lines:

Account No.	Description	Budget	Proposed	Change	Reason for Change
41951.110.00	Wages	11,730	20,800	77.32%	Would like to increase current employees rate from 11.50 per hour to 13.00 per hour and would like to hire someone else for 10 hours per week.
41951.390.00	Other Professional Services	13,000	21000	61.54%	Need to have engineering survey the land for the expansion of the cemetery. There is some money from a warrant article to start it.

					There is revenue that helps pay for this line.
41951.620.00	Office Supplies	0	1,000		Have been using supplies from the Town Hall.
41951.630.00	Minor Equipment	1,500	3,000	100%	Would like to put signs up around the cemetery such as no motorcycles or not driving on the grass.
41951.650.00	Care of Grounds	18,000	24,000	33.33%	For the new section
41951.820.00	Mileage	125	500	300%	No one puts in for mileage – need to start

**Per Mr. Baldwin, Mr. Innes will put the discussion regarding Ms. Watkin’s salary on the agenda for next week.

J. Grosky made a motion to take the Cemetery budget from \$72,593 to \$49,000. Second. W. Baldwin. 1/2/0. P. Consentino and W. Baldwin are against the motion. Motion Dies.

W. Baldwin made a motion to take the Cemetery budget under preliminary approval in the amount of \$72,593. Second. P. Consentino. 2/1/0. J. Grosky is against the motion.

Mr. Friel returned to the meeting

Dispatch

Mr. Innes presented the 2016 Dispatch Budget to the Board of Selectmen with an increase of 14.52%.

P. Consentino made a motion to take the Dispatch budget under preliminary approval with an increase of 14.52%. Second. J. Grosky. 3/0/0.

Performance Management – Police Department Evaluation Report Approval

Mr. Innes presented the Performance Management Policy to the Board of Selectmen for approval.

J. Grosky made a motion to accept the Performance Management Policy for use by the Police Department as a personnel evaluation report. Second. P. Consentino. 4/0/0.

Deliberative Session – Saturday, January 30, 2016 – Atkinson Academy’s Dyke Auditorium 10Am – Snow Date TBD

Mr. Innes asked the Board of Selectmen to make a motion to set the date.

W. Friel made a motion to set the Deliberative Session to occur on Saturday, January 30, 2016 at 10am at the Atkinson Academy Dyke Auditorium. Second. P. Consentino. 4/0/0.

Garage Roof

Mr. Innes explained that AJ Wood can only provide a 15 year warranty on roof shingles, not the 50 year warranty that the town asked for in the RFP.

The Board of Selectmen took a 5 minute recess

The Board of Selectmen instructed Mr. Innes to confirm whether or not AJ Wood can fulfill the RFP and provide a 50 year warranty and if not, then put the RFP back out to bid.

Training for the Code Enforcement Officer

Mr. Innes explained that the Code Enforcement Officer is going out for training as required for the job and has asked if the Board of Selectmen would be willing to pay for all or part of the course and for his hours incurred while in the class. The Board of Selectmen confirmed it is town policy to pay for an employee’s training course and hours.

J. Grosky made a motion pay for the Code Enforcement’s course and pay for his hours in the program. Second. P. Consentino. 2/0/2. W. Friel and P. Consentino abstained from the motion.

Resignation from the Town Administrator Search Committee – Bob Clark

Mr. Innes explained that Bob Clark has submitted his resignation from the Town Administrator Search Committee.

J. Grosky made a motion accept the resignation from Bob Clark from the Town Administrator’s Search Committee. Second. W. Friel. 4/0/0.

Future Dates:

- 9/26 – Town Wide Yard Sale
- 10/3 – Atkinson Academy Fall Festival from 2pm – 6pm
- 10/24 – Republican Breakfast – Community Center 8:00am – 10:00am
- 10/25 – Lions Citizen of the year award going to Noriko Travers

W. Friel made a motion to adjourn the Regular Meeting of September 21, 2015 at 9:48pm. Second. J. Grosky. 4/0/0.

Respectfully Submitted,
Amanda Lueders

William Baldwin, Chair

Phil Consentino

William Friel

Jason Grosky