

*Town of Atkinson  
Board of Selectmen  
Meeting Minutes  
December 14, 2015*

**W. Baldwin returned to the Regular Meeting of Monday, December 14, 2015 at 7:41pm and introduced a few Boy Scouts from troop 9 who led all those present in the Pledge of Allegiance.**

**Members Present:**  
W. Baldwin, Chair  
P. Consentino  
J. Grosky  
H. Morse, Vice Chair

**Members Absent:**  
W. Friel

**Others Present:**  
D. DeSimone, Tax Collector  
B. Innes, Previous Town Administrator  
F. Kulik, Chair Heritage Commission  
A. Phair, Town Administrator  
T. Stewart, Road Agent  
H. Stukuls, Atkinson Resident

### **Approval of Consent Agenda:**

- Minutes:
  - 11/30/2015 – Non-Public Meeting Minutes
  - 11/30/2015 – Regular Meeting
- Donations
  - Elder Services Transportation Fund - \$550

**J. Grosky made a motion to approve the Consent Agenda of 12/14/15, including everything but the Non-Public Meeting Minutes of 11/30/2015. Second. H. Morse. 4/0/0.**

**P. Consentino made a motion to approve the Non-Public meeting minutes of 11/30/2015 and to make them public. Second. H. Morse. 3/0/1. J. Grosky abstained from the motion.**

### **Appearances**

#### ***Fred Kulik – Atkinson Heritage Commission***

Mr. Kulik appeared before the Board of Selectmen to announce the Atkinson Heritage Commission is up and running. Members consist of two appointed from the Historical Society, two Library Trustees, and two at-large. Members are as follows:

- Fred Kulik, President and Chair
- Linda Jette Vice President
- Marnie Finn, Treasurer
- Adele Dillon, Treasurer
- Tim Dziechowksi, Member at-Large
- Steven Lewis, Member at-Large

The Heritage Commission would like to occupy a section on the Town Website and to enter into the budget process. Their meetings are held on the 4<sup>th</sup> Thursday of every odd month at 7:00pm. Meetings are open to the public. Mr. Baldwin is the ex-officio. Mr. Phair will inform the Heritage Commission how will be able to participate in the 250<sup>th</sup> celebration.

#### ***Ted Stewart – Discussion of Public Way Issues***

Mr. Stewart appeared before the Board of Selectmen to discuss how he should handle removing items from the right-of-way that could potentially damage his plow trucks during times of snow removal. Mr. Stewart presented pictures of a few examples of properties with items in the right-of-way. Discussion occurred around the best way to handle notification to the residents in violation of this statute. The final recommendation of the Selectmen was for Mr. Phair to help create a generic letter that Mr. Stewart can hand out to residents upon the

removal of items in the right-of-way. The letter will inform the resident they are in violation and will be charged a penalty fee upon a second violation.

***Henry I. Stukuls – Explain refiling of previously denied administrative abatement***

Mr. Stukulus appeared before the Board of Selectmen to ask to be reimbursed for a penalty fee he paid in the amount of \$126.24 due to a late payment on his 2014 property tax bill. Mr. Stukulus claims he did not receive the invoice because it was sent to 31 Packet Landing in Pembroke, MA, however he resides at 26 Chase Island Road in Atkinson. Mr. Stukulus passed around supporting documents to the Selectmen. Mr. Stukulus admits it is possible that someone at the Pembroke property took the bill and neglected to give it to him. Mr. Stukulus has always paid his bills on time and explained the Tax Collector advised him to pay the late fee and to appear before the Board of Selectmen to request reimbursement. Nine months has passed since Mr. Stukulus paid the 2014 invoice, including the late fee, but he has not been able to address the situation until now because he claims has been too busy.

**J. Grosky made a motion to deny the request made by Mr. Stukulus for reimbursement of a late fee in the amount of \$126.24. No Second. Motion dies.**

Ms. DeSimone appeared before the Board of Selectmen to explain that by law the Tax Collector is not welcome to forgive interest in an amount over \$5.00. Ms. DeSimone explained she recommended Mr. Stukulus to pay the late fee and appear before the Board of Selectmen to ask for reimbursement because if he did not pay the late fee, the bill would have accrued much more interest and would affect his credit. Ms. DeSimone also explained it is up to the resident to inform the Town of any address change and that by law, government mail can never be forwarded.

**P. Consentino made a motion to reimburse Mr. Stukulus in the amount of \$126.24 due to the extenuating circumstances the bill could have gotten lost in the mail. Second. H. Morse. 3/1/0. J. Grosky is opposed to the motion because it would open the door to every resident to say they did not pay their bill because it was lost or they didn't receive it.**

***Jean LoPizzo – New Vehicle Update***

Mr. Innes appeared before the Board of Selectmen on behalf of Jean LoPizzo, who was not able to attend the meeting. Mr. Innes explained the request being made by Ms. LoPizzo is for the Board of Selectmen to authorize the release of \$12,303.00 from the Elder Services Transportation Fund in order to purchase a 2012 Toyota Camry from Rockingham Toyota, Inc. The vehicle comes with a 12 month or 12,000 miles/1 year warranty as well as 100K 7-year warranty that expires 11/26/2019 and has 50,819 miles on it. The vehicle was inspected by A&C who indicated it was a "quality vehicle". Rockingham Toyota has provided new tires and new rear brakes and will provide an inspection sticker and temporary plates. The lettering of the vehicle is scheduled for Wednesday and will include the acknowledgments of donations over \$500. Ms. Snicer has added the vehicle to the insurance policy.

**J. Grosky made a motion to authorize the release of \$12,303.00 from the Elder Services Transportation Fund for the purchase of a 2012 Toyota Camry from Rockingham Toyota as specified by Ms. LoPizzo. Second. P. Consentino. 4/0/0.**

## **Appointments**

- Health Officer – P. Michael Dorman – term to end April 2018
- Deputy Health Officer – William G. Friel – term to end April 2018
- Deputy Health Officer – Robert Jones – term to end April 2018

**P. Consentino made a motion to appoint P. Michael Dorman as Health Officer for a term to end April 2018, William G. Friel as Deputy Health Officer for a term to end April 2018, and Robert Jones as Deputy Health Officer for a term to end April 2018. Second. J. Grosky. 4/0/0.**

## **Over-Expenditures**

### ***Approval of \$7,500 over-expenditure of Accounting Dept. #41501***

Mr. Phair presented an over-expenditure request in the amount of \$7,500 from the Accounting Department for the reason that payroll and health insurance were underestimated in 2014 by the previous bookkeeper. The money will come out of the bottom line of the operating budget, but will not cause the budget to be over. Mr. Innes added there will be three more over-expenditures coming within the next week, but at this point, the bottom line does not appear to be at risk.

**P. Consentino made a motion to approve the over-expenditure request in the amount of \$7,500 in the Accounting Department. Second. H. Morse. 4/0/0.**

## **Old Business**

### ***Dispatch Contract***

Mr. Grosky explained that he and Mr. Friel have met with the Plaistow Town Manager, Police Chief, Dispatch Supervisor, and Fire Chief. Figures were reviewed and discussion occurred around how to save money on the original quote. As of today, Mr. Grosky has not received anything in writing.

## **New Business**

### ***Electrical Inspector***

Mr. Grosky asked for this topic to be put on a future agenda.

### ***Trash Pick-Up***

The Board of Selectmen and Town Administrator's office have received several calls complaining about trash pick-up not being done in a timely manner, including at the recycling center. The Board of Selectmen would like to see a remedy to this. Mr. Phair has already invited the trash company to appear before the Board of Selectmen to discuss these issues.

### ***Master Road Scholar – Ted Stewart***

The Board of Selectmen paid recognition to Mr. Stewart for being awarded a Master Road Scholar for all his hard work and taking additional steps to become educated.

### ***Letter to Peter Graziano***

Per Mr. Innes, the letter to Peter Graziano has been sent.

### ***Approve \$500 Withdrawal from Elder Assistance Fund***

**P. Consentino made a motion to approve a \$500 withdrawal from the Elder Assistance Fund in order to help a senior resident get a ramp. Second. H. Morse. 4/0/0.**

### ***Elderly Affairs Dispatcher***

Mr. Consentino inquired about the Elderly Affairs Dispatcher and whether or not her background check has been completed. Mr. Phair responded that he has not received it yet. Per Mr. Innes, she has started working in the position, but will be let go if her background check comes back unsatisfactory.

### ***Elderly Affairs Trust Fund***

Mr. Consentino expressed concern with the amount of money available in the trust fund and questioned why it is not being used to help elderly residents. Mr. Consentino also explained that the process an elderly person has to

go through to get help is hard for them and that there is too much paperwork to fill out. Mr. Phair will invite Jean LoPizzo to appear before the Board of Selectmen to address this topic.

***Award Insurance Bid***

Mr. Phair presented the following insurance bids to the Board of Selectmen with the recommendation to award the bid to Primex in the amount of \$102, 242 per year/\$51,121 for 2016.

Agency	Contact	Company	1 Year	2016
Davis & Towle	Jeff Reardon 603-225-6611	Travelers'	\$99,082	\$49,541
			\$103,046	\$51,593
HUB International New England, LLC	John A. Kelly 339-788-8881	Trident Insurance/Metrogard	\$110,871	\$55,436
			\$111,451	\$55,726
Primex Bow Brook Plaza	Shelley Walts 603-380-1126	Public Risk Management Exchange	\$102,242	\$51,121

**J. Grosky made a motion to award the bid to Primex in the amount of \$102,242 per year. Second. H. Morse. 3/0/1. P. Consentino abstained from the motion.**

***Formation of Capital Improvement Committee***

Mr. Phair explained that per Warrant Article 2012-8 (Establish a Capital Improvement Committee), the Board of Selectmen is to establish a Capital Improvement Committee. The Planning Board Committee will then go out and form the Committee and bring candidates back to the Board of Selectmen for appointment.

**J. Grosky made a motion to authorize the Planning Committee to put together a Capital Improvement Committee and bring before the Board of Selectmen to appoint its members per Warrant Article 2012-8 (Establish a Capital Improvement Committee). Second. P. Consentino. 4/0/0.**

***Stone Pound Lane Discussion***

Mr. Phair explained that after meeting with the parties involved, he and Mr. Innes believe this is a civil matter. Mr. Grosky explained that two neighbors are upset with each other, one for causing too much noise and the other for causing too much light. The Code Enforcement Officer has gone out and spoken to them. Residents are taking steps to correct the situation.

***Taxes Collected***

Mr. Phair announced the taxes collected so far to be at 93%, which at this time is excellent.

***Donations***

There is a large plastic tub on the front porch of 35 Main Street for anyone who wants to donate new hats or mittens. All donations will be going to Maya’s House in Haverhill. Per Mr. Baldwin, Maya’s house is a shelter that does great work trying to help the poor.

**Future Dates**

- 12/1/2015 – BOS Public Hearing Re: Keeping Class VI private ways passable
- 1/9/2016 – Budget Committee Public Hearing on proposed 2016 Budgets 7PM
- 1/23/2016 – Ski Trip to Mt. Cranmore – Recreation Dept.

**P. Consentino made a motion to adjourn the Regular Meeting of December 14, 2015 at 9:32pm and to go into a non-public meeting under RSA 91-A:3 II (c) Reputation. Second. H. Morse. Roll Call Vote: P. Consentino: Yes, H. Morse: Yes, W. Baldwin: Yes, J. Grosky: Yes.**

Respectfully Submitted,  
Amanda Lueders

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William Baldwin, Chair

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Phil Consentino

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William Friel

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Jason Grosky

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Harold Morse, Vice Chair